Academic Catalog & Student Handbook 2016–2017

Doctorate Degree in Acupuncture and Oriental Medicine
# Table of Contents

- President’s Welcome .................................................. 4
- Yo San University History ........................................ 5
- Taoism: The Natural Healing Art ................................. 5
- Mission Statement .................................................. 5
- Core Values .......................................................... 5
- Vision Statement .................................................... 5
- Approval & Accreditation ........................................... 6
  - Bureau for Private Postsecondary Education (BPPE) .... 6
  - Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) .......................................................... 6
- Non-Profit Status ..................................................... 6
- Accuracy Statement ................................................ 6
- Our Campus .......................................................... 6
- The Doctorate Degree Program ................................... 7
- Administration Suite Hours ........................................ 7
- The Doctor of Acupuncture and Oriental Medicine (DAOM) Program at Yo San University ........................................... 7
- Statement of Purpose ............................................... 7
- Educational Objectives ............................................. 7
- Program of Study ................................................... 7
- Core Curriculum .................................................... 8
- Specialization Curriculum ......................................... 8
- Advanced Clinical Education ..................................... 8
- Capstone Research Project ....................................... 8
- The First Academic Year ........................................... 8
- The Second Academic Year ....................................... 8
- 2016/2017 Curriculum ............................................. 9
- Course Descriptions .............................................. 11
- Co-Requisite ........................................................ 11
- Core Curriculum .................................................... 11
- Women’s Health & Reproductive Medicine ..................... 12
- Healthy Aging & Internal Medicine Specialty ................. 14
- Clinical Training .................................................... 16
- Clinical Education Program ...................................... 16
- Clinical Specialty Mentorship ..................................... 16
- Clinical Selectives .................................................. 16
- Guidelines for Clinical Education Hours ....................... 16
- Faculty Listing ...................................................... 17
- Admissions .......................................................... 19
- Academic Year ...................................................... 19
- Admissions Requirements ......................................... 19
- Domestic Applicants ............................................... 19
- International Applicants .......................................... 19
- International Student (F-1) Visa ................................ 19
- Transfer Students .................................................. 20
- Non-Matriculated Students ....................................... 20
- Application Deadlines ............................................. 20
- Notification of Admissions ....................................... 20
- Yo San Scholarships and Awards ................................. 20
- Financial Aid ........................................................ 20
- Federal Financial Aid Statement ................................ 20
- Disbursement of Federal Student Loan Proceeds .......... 20
- Cancelling Loan Disbursements ................................ 21
- Treatment of Federal Student Loans with Student Withdrawals .................................................. 21
- Satisfactory Academic Progress ................................ 21
- Work-Study .......................................................... 21
- Veterans’ Benefits .................................................. 21
- Installment Payment Plan ......................................... 21
- Student Services and Facilities ................................... 21
- New Student Orientation .......................................... 21
- Academic Advising ................................................ 21
- YSU Library: The Ryan Learning Resource Center .......... 22
- The University Bookstore ........................................ 22
- Student Lounge ..................................................... 22
- Bulletin Boards ..................................................... 22
- YSU Student Association .......................................... 22
- Professional Development Services .......................... 22
- The Tao of Success Professional Development Series ...... 22
- Tao of Wellness Fellowship ...................................... 22
- Integrative Clinical Experience Program ..................... 23
- Campus Access ..................................................... 23
- Campus Security ................................................... 23
- Campus Emergency Response and Evacuation Procedures .................................................. 23
- Student Resources .................................................. 23
- Student Housing Information .................................... 23
- Administrative Services .......................................... 23
- Student Affairs ..................................................... 23
- Office of the Registrar ............................................. 24
- Financial Aid ......................................................... 24
- Student Emergency Fund ......................................... 24
- Veterans .............................................................. 24
- Awards and Scholarships ........................................ 24
- DAOM Distinction Award ......................................... 24
- Scholarships ........................................................ 24
- Yo San University Blount Community Clinic ................ 24
- The Herbal Dispensary ............................................ 24
- Student Acupuncture Services at the Yo San University Blount Community Clinic .................................................. 24
- California State Law and University Policy on Needling .................................................. 24
President’s Welcome

At Yo San University (YSU) our vision is to “inspire the next generation of healthcare.” We invite you to join us in shaping our ever-evolving field and influencing healthcare services to be more holistic, integrative and patient-focused.

Although we are looking towards the future, YSU deeply respects and builds on the concepts, methods and successes of Traditional Chinese Medicine (TCM) that have developed and endured through centuries. We place particular attention on our Taoist roots and the added value brought to the medicine by the unbroken 38-generation legacy of our founders. The Taoist principles of harmony and balance are held to be the foundation of our physical, mental, emotional, and psychological well-being. A central example of this philosophy is to empower each student to understand and cultivate his or her personal Qi (chi or energy) in order to become a more rounded individual and a stronger practitioner.

At the same time, the University is dedicated to the integration of proven TCM methods with Western medicine practices. We believe that an interdisciplinary and integrative approach offers the best of both medicines for our patients. Yo San University is a leader in advocating for inclusion of Traditional Chinese Medicine within the greater arena of healthcare professions, and in supporting evidence-based research and best practices in the field. Our graduates interact not only with patients and other TCM professionals, but with the greater healthcare community. You can be a part of the rapidly emerging integrative medical model.

Taken together, the legacy of our founders and our commitment to integrative health and wellness have defined YSU’s educational objectives, curriculum, and clinical experiences to inspire a new generation of TCM practitioners.

We welcome you to explore what Yo San University has to offer. In this catalog, please note our statements of our mission, values and educational objectives, in addition to the details of our Doctorate degree curriculum and admission requirements. Read about our two distinctive specialty programs — Women's Health & Reproductive Medicine or Healthy Aging & Internal Medicine — plus training in research, applicable biomedical science, and advanced patient assessment, diagnosis and treatment.

Earning the Doctor of Acupuncture and Oriental Medicine degree offers practitioners who already have a Master’s degree the opportunity to become leaders in the delivery of specialized patient care and to shape the field through education, research advocacy, and innovation. The catalog provides summaries of the academic and administrative services that will support your success, both at Yo San University and along your career path after graduation. Our alumni are the 39th Generation of the Yo San legacy.

YSU is non-profit educational institution. Preparing you for a fulfilling career and the achievement of your personal development objectives is our primary and ultimate purpose. We are firmly committed to your success as a doctoral student, a valued colleague, a well-rounded individual. We are inspiring the next generation of healthcare. Become part of that inspired new generation.

Sincerely,

LOIS GREEN, President
Yo San University History

Yo San University was founded in 1989 by brothers Dr. Daoshing Ni and Dr. Mao Shing Ni, who named the University after their grandfather, Yo San Ni, a healer and teacher in the Taoist tradition. The Ni family enjoys a rare, unbroken lineage of 38 generations of healers practicing Traditional Chinese Medicine (TCM). The University continues to honor this legacy through our Mission and Vision and we perpetuate it by inspiring the 39th Generation—our students and alumni.

From modest beginnings with eight students in our first class, the University serves some 200 students from around the globe who study in our master's and doctoral degree programs. Our students bring a richness of experience and perspective to every class. The Yo San University Blount Community Clinic not only serves as a clinical education center for future practitioners, it also provides residents of the West L.A. area with affordable acupuncture and TCM services.

The teachings and values cultivated over 38 generations of our founders' legacy permeate the University's degree programs and clinical training, preparing students to become exceptional practitioners of acupuncture and TCM.

YSU's degree of Doctor of Acupuncture and Oriental Medicine gained accreditation candidacy status with ACAOM in August of 2011 and was fully accredited in August of 2013.

TAOISM: THE NATURAL HEALING ART

The essential art of Chinese medicine is the foretelling and prevention of disease rather than the treatment of illness after it has manifested as painful or distressing physical and mental symptoms.

Tao — The Subtle Universal Law, Lao Tzu

Healing is an art of love, an act of universal benevolence. Studying Traditional Chinese Medicine at Yo San University, you will deepen and expand your spiritual growth. As you begin to live the Tao — a truthful, natural way of life — you will learn to heal the whole person, not just the symptom or the disease. This is what makes the Yo San educational experience unique.

One may wonder how it is possible to foresee and treat an illness before it happens. Because TCM is rooted deep within ancient Taoist philosophy, an answer can be found in Taoist classics such as the Huang Di Nei Jing (Yellow Emperor’s Classic). The ancient Taoists, keen observers of nature and human beings within nature, recognized universal laws underlying the existence of all things. One of these laws is the “universal law of energy response:” energies respond to and attract energies of corresponding frequencies. The physical, emotional, and mental energies of a person in harmony with universal laws will be harmonious. Those who violate the laws of nature manifest disorder, disharmony and disease.

We benefit from these practical, simple teachings. By applying the guiding principles of this living art to ourselves first, we become examples of whole and healthy living for others. From a place of centered wholeness, we are able to more clearly perceive patterns of imbalance in others and to help guide them toward a healthy, radiant life—life in harmony and balance with nature.
Approval & Accreditation

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

Yo San University of Traditional Chinese Medicine (YSU) is a private institution licensed to operate by the Bureau for Private Postsecondary Education (BPPE) under Section 94897 (l) of the State of California Education Code.

Any questions students may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Tel: (888) 370-7589
Fax: (916) 263-1897
Website: www.bppe.ca.gov

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau’s internet website at www.bppe.ca.gov.

Yo San University has no pending petition in bankruptcy, and is not operating as a debtor in possession; the University has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

ACCREDITATION COMMISSION FOR ACUPUNCTURE AND ORIENTAL MEDICINE (ACAOM)

The Doctor of Acupuncture and Oriental Medicine (DAOM) program at Yo San University of Traditional Chinese Medicine is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners. ACAOM can be contacted at:

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
8941 Aztec Drive
Eden Prairie, MN 55347
Tel: (952) 212-2434
Fax: (952) 657-7068
Website: www.acaom.org

Non-Profit Status

Yo San University is a 501(c)(3) non-profit institution registered with the California and Federal governments.

Accuracy Statement

Yo San University makes every reasonable effort to ensure accuracy and completeness of information, policies and procedure stated in this catalog. Yo San University reserves the right to make changes to courses and programs, fees, schedule or any other provision in its catalog, publications or website, with or without notice, subject to changes in accreditation requirements and/or state and federal laws and regulations. The University further reserves the right to add, amend or repeal any of its rules, regulations, policies and procedures consistent with applicable laws and regulations.

This catalog is effective January 1, 2016 and supersedes all previous catalog editions. It will remain in effect through December 31, 2017 or until a new edition of the DAOM catalog is published, whichever is earlier.

Our Campus

Yo San University (YSU) is located merely blocks away from historic Venice Boardwalk and nestled near the vibrant West Los Angeles communities of Marina Del Rey, Venice, Santa Monica, and Culver City. YSU students, faculty and staff enjoy all the advantages of outstanding weather, cultural diversity, and a vibrant business climate to live, work, and play!

Los Angeles is leading the way in the 21st century as our country increasingly looks across the Pacific for business and cultural exchange. Los Angeles is a multicultural city, boasting a wonderfully diverse range of ethnicities. This is reflected in its local cuisine, the visual and performing arts, and community organizations.

There are plenty of sunny days when you can venture from Yo San’s campus to the beach in Venice or Marina Del Rey to study, bike, stroll, enjoy the street performers, the fresh ocean breezes, or catch a sunset. Santa Barbara and the vineyards of the Santa Ynez valley are a two-hour drive north. San Diego lies about two hours south. Palm Springs and the ski resorts around Big Bear are about two hours east. The Los Angeles International Airport (LAX) is only five miles away.

Yo San University is housed in a modern, three-story building designed in accordance with the principles of Feng Shui and the Five Elements Theory.

With easy access to both the 405 (San Diego) and 10 (Santa Monica) Freeways, our students find us to be conveniently located near many desirable neighborhoods. You will find ample parking on the premises and on adjacent neighborhood streets. The campus is easily accessible by public transportation with bus stops on our corner of Washington Blvd. & Redwood Ave. With the expansion of the L.A. subway system to West L.A. getting around is easier than ever.

We are located at 13315 W. Washington Blvd., Los Angeles, California 90066.
The Doctorate Degree Program

Prospective students are encouraged to review this catalog prior to signing an Enrollment Agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided to students prior to signing an Enrollment Agreement.

All course instructions are in English. The University does not offer course instructions in any other language.

The University does not offer distance education courses or course modules by distance learning.

All class sessions, unless otherwise noted, are held on campus at 13315 W. Washington Blvd., Los Angeles, CA 90066.

Yo San University does not provide placement services for graduates of the DAOM program. However, the University will inform graduates of appropriate job opportunities through our alumni network when such job opportunities present.

Administration Suite Hours

Monday through Friday 9:00 am to 5:30 pm. The Administration Suite is closed on all major holidays. A list of these holidays is posted on the YSU Academic Calendar.

The Doctor Of Acupuncture And Oriental Medicine (DAOM) Program At Yo San University

STATEMENT OF PURPOSE

The purpose of Yo San University's Doctor of Acupuncture & Oriental Medicine (DAOM) program is to broaden and deepen the knowledge and skills of our students in Oriental Medicine by way of instruction, scholarly activity, research, clinical specialization and practice, resulting in enhanced competencies in patient assessment, diagnosis, treatment intervention and integrative patient-centered care.

Doctoral candidates are encouraged to embrace their core knowledge, expand their understanding and active practice of all aspects of Oriental Medicine including acupuncture, herbal medicine, Qi cultivation and nutrition. The DAOM program at Yo San University also seeks to strengthen candidates' understanding of biomedical sciences while assisting candidates to develop relationships with other healthcare providers for professional collaboration and scholarly endeavors. By imparting and supporting critical thinking and lifelong learning, the DAOM program at Yo San University aims to cultivate superior practitioners, scholars, teachers and leaders in the field of acupuncture and Oriental Medicine.

EDUCATIONAL OBJECTIVES

Graduates of Yo San University's Doctor of Acupuncture & Oriental Medicine program are able to:

- Demonstrate advanced knowledge in all aspects of Oriental Medicine including acupuncture, Chinese herbal medicine, Qi cultivation and nutrition
- Demonstrate advanced knowledge of biomedical sciences relevant to their chosen clinical specialty and practice
- Apply critical thinking and advanced clinical reasoning in patient assessment, diagnosis and treatment intervention within their chosen specialty
- Integrate evidence-based biomedicine to acupuncture and Oriental Medicine practice to provide holistic patient-centered care
- Demonstrate ability to work collaboratively with other healthcare providers in multi-disciplinary settings
- Apply the principles of scientific inquiry to research and scholarly activities
- Demonstrate leadership skills in the acupuncture and Oriental Medicine profession
- Show evidence of life-long learning through professional growth and the continued pursuit of excellence.

PROGRAM OF STUDY

The two-year DAOM program in Integrative Medicine at Yo San University is designed for acupuncturists who are interested in advancing their Traditional Chinese Medicine (TCM) knowledge and skills, learning the intricacies of a clinical specialization, as well as developing the skills needed to conduct research or participate in research studies. Doctoral candidates have a unique opportunity to study with expert faculty in their chosen clinical specialty. The University's innovative DAOM program emphasizes collaboration in clinical settings by providing rigorous training in advanced concepts of TCM and biomedicine and promoting a dynamic relationship between TCM and biomedicine. By integrating biomedical science and TCM, the program aims to produce extraordinary practitioners, scholars, teachers and leaders in the field.

The YSU DAOM program is 1,220 hours in length, comprising of 570 didactic hours and 650 clinical hours. DAOM courses are offered once per month during a three-day weekend intensive with a flexible clinical training schedule, allowing practitioners to earn a doctorate degree in 24 months while maintaining their private practices.

The program features two integrative specialty areas of study:

- **Healthy Aging & Internal Medicine**: An in-depth focus on aging and health cultivation across the lifespan.
- **Women's Health & Reproductive Medicine**: The nation's first two-year specialty program integrating TCM and biomedical sciences in managing health, wellness and reproductive function in women.
**CORE CURRICULUM COURSES**

Core curriculum courses are designed to equip doctoral candidates with information, processes, research tools, and perspectives to enrich their specialization studies, to aid in professional development and to enhance professional relationships.

**SPECIALIZATION CURRICULUM**

Specialization courses provide doctoral candidates the opportunity to acquire advanced knowledge in their chosen clinical specialty over the full two years of the DAOM program. By participating in advanced coursework in TCM and biomedicine, doctoral candidates apply increasingly complex approaches to their specialty study through the integration of specialized curriculum, research findings and clinical experiences. Classes meet during a three-day weekend every month, comprising 2.5 days of classroom lectures and half day of clinical training. The YSU DAOM program presently offers two (2) specialization options: Healthy Aging & Internal Medicine and/or Women's Health & Reproductive Medicine. Potential DAOM candidates will be required to select their desired clinical specialty at the time of application for admission to the DAOM program. Specializations will be offered based on the interest expressed from program applicants. If sufficient interest for both specialties is expressed from applicants, the University may offer both specialties for an entry cohort of the same admission year.

**ADVANCED CLINICAL EDUCATION**

DAOM candidates receive advanced clinical training in their area of specialty by attending the program's specialty focused clinics and developing individual and customized plans for their clinical training experiences.

Opportunities for externships, mentorships and preceptorships include, but are not limited to the following:

- Clinical internships at Yo San University Blount Community Clinic
- Clinical externships at specialized clinics and hospitals in the local area
- China externships at universities and hospitals in China
- Mentorship programs with experienced senior practitioners and faculty in the field
- Preceptorships programs with focus on education or academic administration
- Specialty grand rounds

**CAPSTONE RESEARCH PROJECT**

The Capstone Research Project is an integral component of the YSU DAOM program. Each doctoral candidate is required to propose and complete a Capstone Research Project and present his or her respective project at the Dissertation Conference. Students are introduced to evidence-based medicine and current TCM research and participate in a critical review of select current TCM and biomedical research.

The Capstone Research Projects are developed out of each student's chosen field of specialization. This project demonstrates the doctoral candidate's mastery and synthesis of knowledge and skills in critical thinking, scientific inquiry, clinical practice, and research. By the end of the second trimester of the program, candidates submit a written proposal outlining their research plan to the Institutional Review Board (IRB) at Yo San University for review and approval. DAOM candidates may continue with their research project only after their proposal is approved by the IRB. At the end of the program, doctoral candidates present and defend their Capstone Research Projects at the Dissertation Conference at Yo San University. During the Dissertation Conference, DAOM candidates address questions raised by the dissertation panel; demonstrating their understanding and mastery of their selected research topic, research methodology, supporting scientific evidence and literature, and implications of the findings of their Capstone Research Projects.

**THE FIRST ACADEMIC YEAR**

In the first academic year, DAOM candidates begin their studies in both core curriculum content such as research, professional development, advanced diagnosis and treatments, and courses associated with their chosen specialty. Candidates apply increasingly complex approaches to their specialty study through the integration of specialized curriculum, research findings and clinical experiences. Classes meet during a three-day weekend every month, comprising 2.5 days of classroom lectures and half day of clinical training. The YSU DAOM program presently offers two (2) specialization options: Healthy Aging & Internal Medicine and/or Women's Health & Reproductive Medicine. Potential DAOM candidates will be required to select their desired clinical specialty at the time of application for admission to the DAOM program. Specializations will be offered based on the interest expressed from program applicants. If sufficient interest for both specialties is expressed from applicants, the University may offer both specialties for an entry cohort of the same admission year.

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- Clinical externships at specialized clinics and hospitals in the local area
- China externships at universities and hospitals in China
- Mentorship programs with experienced senior practitioners and faculty in the field
- Preceptorships programs with focus on education or academic administration
- Specialty grand rounds

**THE SECOND ACADEMIC YEAR**

In the first academic year, DAOM candidates begin their studies in both core curriculum content such as research, professional development, advanced diagnosis and treatments, and courses associated with their chosen specialty. Candidates develop their Capstone Research Project proposals and receive IRB approval, as well as begin their clinical training in the Yo San Blount Community Clinic and other approved mentorship sites.

DAOM candidates continue their studies with a focus on advanced specialty area concentrations and advanced clinical training. They submit and defend their Capstone Research Projects at the Dissertation Conference and graduate with the Doctor of Acupuncture and Oriental Medicine degree.
## 2016/2017 Curriculum

### CO-REQUISITE (OPTIONAL)

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### CORE CURRICULUM

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<td>Research Methodology IV</td>
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<td>DCR 133</td>
<td>Professional Development &amp; Leadership III: Integrative Patient Care</td>
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<td>DCR 142</td>
<td>Advanced Patient Assessment &amp; Diagnosis II: Western Biomedicine</td>
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<td>DCR 151</td>
<td>Advanced Clinical Intervention I: Acupuncture</td>
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<td>DCR 152</td>
<td>Advanced Clinical Intervention II: TCM Herbal Medicine</td>
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<td>DCR 153</td>
<td>Advanced Clinical Intervention III: Clinical Nutrition &amp; Functional Medicine</td>
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<td>Advanced Clinical Intervention IV: TCM Classics</td>
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### INTEGRATIVE SPECIALTY: WOMEN’S HEALTH & REPRODUCTIVE MEDICINE

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<td>Western Reproductive Medicine III</td>
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<td>DRM 234</td>
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<td>DRM 235</td>
<td>Integrative Obstetrics &amp; Postnatal Care</td>
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<td>DRM 237</td>
<td>Integrative Women’s Wellness &amp; Disease Prevention</td>
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<td>DRM 238</td>
<td>Metabolic Syndrome &amp; Reproductive Health</td>
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<td>DRM 240</td>
<td>Nutrition &amp; Functional Medicine</td>
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<td>DRM 251</td>
<td>Psychoneuroimmunology: Mind-Body Wellness</td>
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<td>DRM 252</td>
<td>Clinical Psychology &amp; Patient Care</td>
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## INTEGRATIVE SPECIALTY: HEALTHY AGING & INTERNAL MEDICINE

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<td>Gerontology I: Biological Aspects of Aging</td>
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<td>DIM 222</td>
<td>Gerontology II: Public Health &amp; Aging</td>
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<td>DIM 223</td>
<td>Nutrition &amp; the Aging Process</td>
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<td>DIM 224</td>
<td>Pharmacology &amp; Aging</td>
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<td>Integrative System Aging IV: Skin &amp; Special Senses</td>
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<td>DIM 235</td>
<td>Integrative System Aging V: Gynecology &amp; Women's Health</td>
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<td>DIM 236</td>
<td>Integrative System Aging VI: Urology</td>
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<td>Integrative System Aging VII: Gastrointestinal Disorders</td>
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<td>Integrative System Aging VIII: Cardiovascular Diseases</td>
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<td>DIM 239</td>
<td>Integrative System Aging IX: Respiratory &amp; Hematological Disorders</td>
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<td>Integrative System Aging X: Endocrine &amp; Metabolic Disorders</td>
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<td>DIM 241</td>
<td>Integrative System Aging XI: Oncology</td>
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<td>Integrative System Aging XIII: Geriatric Medicine II</td>
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<td>Psychoneuroimmunology: Mind-Body Wellness</td>
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<td>DIM 252</td>
<td>Clinical Psychology &amp; Patient Care</td>
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## ADVANCED CLINICAL TRAINING

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<th>Course Name</th>
<th>Hours</th>
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<td>DCL 1100</td>
<td>Specialty Grand Rounds (Residency weekends)</td>
<td>50</td>
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<td>DCL 1210</td>
<td>YSU Specialty Clinic (Residency weekends)</td>
<td>100</td>
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<tr>
<td>DCL 1220</td>
<td>Specialty Clinic (Non-residency weekends)</td>
<td>Minimum of 100</td>
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<tr>
<td>DCL 1400</td>
<td>Clinical Specialty Mentorship</td>
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<tr>
<td>DCL 1500</td>
<td>Clinical Selectives*</td>
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*Clinical Selectives include the following activities:

- Clinical preceptorship
- Additional advanced clinical specialty clinic
- Other non-AOM academic teaching/instruction
- Other non-AOM clinical supervision/instruction
- Research activities (separate from DAOM Capstone Research Project)
- Writing and publications (separate from DAOM Capstone Research Project)
- Attendance at approved workshops, seminars, conferences and continuing education activities (up to 100 hours)
- China externship (up to 80 hours)
Course Descriptions

CO-REQUISITE
INTRODUCTORY WESTERN MEDICINE MODULE (OPTIONAL)
DOM 1000 • 3 Units • 45 Hours
This 45-hour intensive class supplements biomedical knowledge necessary to participate in integrative and biomedical clinical settings. This course will address major areas of disease pattern diagnosis and will include lecture, guided readings, written projects and examinations. A review of pertinent laboratory and imaging studies is included as an introduction to biomedical diagnostic tools.

CORE CURRICULUM
RESEARCH METHODOLOGY I
DCR 111 • 1 Unit • 15 Hours
The first of a two-part series that provides a comprehensive introduction to research proposal writing, research methodology and the foundational research theories and protocols. This course focuses on understanding basic research concepts and designs, and acquiring the skills to assess and critically evaluate quantitative and qualitative research data in biomedicine, as well as in Traditional Chinese Medicine (TCM) research. Research ethics and protocols involving human and animal subjects, and the Institutional Review Board (IRB) process will also be examined and discussed. Prerequisite: None

RESEARCH METHODOLOGY II
DCR 112 • 1 Unit • 15 Hours
The second of a two-part series, this course continues with accessing research literature and data, library resources and electronic literature searches. Database retrieval programs with contemporary clinical findings will be examined for use in systematic reviews of texts and journal publications in both biomedicine and TCM. Emphasis will be placed on identifying and framing a research topic, organizing a literature review, and selecting appropriate research designs and methodologies. Prerequisite: DCR 111

RESEARCH METHODOLOGY III
DCR 113 • 1 Unit • 15 Hours
This course focuses on providing the research design and methodology background to prepare students for their capstone research. The course will also teach students how to work collaboratively with a faculty advisor on the Capstone Research Project. IRB research proposals will be submitted and evaluated for approval. Prerequisite: DCR 111 and DCR 112

RESEARCH METHODOLOGY IV
DCR 114 • 1 Unit • 15 Hours
This course further equips students with the relevant knowledge and skills in research methodology for the final Capstone Research Project. The focus of this course will be on accurately collecting, analyzing and reporting data, as well as the actual writing and formatting of the Capstone Research Project, and preparation for the presentation of the individual student's capstone at the Dissertation Conference. Prerequisite: DCR 113

SCIENTIFIC FOUNDATION OF ACUPUNCTURE
DCR 120 • 1 Unit • 15 Hours
This course introduces current biomedical research findings on acupuncture, and the concept of evidence-based medicine. It provides the scientific basis for students to examine and discuss the various hypotheses and theories on acupuncture meridians and points, and how the insertion and manipulation of the acupuncture needle affects the human body. Prerequisite: DCR 111 and DCR 112

PROFESSIONAL DEVELOPMENT & LEADERSHIP I:
ADVANCED PRACTICE MANAGEMENT
DCR 131 • 1 Unit • 15 Hours
This course helps students understand the concepts and role of business in a successful practice. Topics on the business aspects of healthcare in general and acupuncture/TCM practices in particular, as well as issues related to professional ethics and behavior, will be explored and discussed. Prerequisite: None

PROFESSIONAL DEVELOPMENT & LEADERSHIP II:
TCM ACADEMIA & RESEARCH
DCR 132 • 1 Unit • 15 Hours
This course introduces students to professional opportunities in the field of TCM academia, research and clinical writing. Topics include the historical development of training in the health professions; the issues, challenges, and opportunities for faculty in research and academic medicine and the competencies needed for success in academia, research and administration. The course will also discuss fundamentals of curriculum development, Bloom's taxonomy, as well as methods for developing and evaluating academic and clinical competencies. Prerequisite: None

PROFESSIONAL DEVELOPMENT & LEADERSHIP III:
INTEGRATIVE PATIENT CARE
DCR 133 • 1 Unit • 15 Hours
This course focuses on the concepts and practice of integrative patient care. The course introduces students to the principles of collaborative care; describes, compares and contrasts various medical and allied health practices; and explores the prevailing and emerging organization, structure and responsibilities of a collaborative healthcare team. The course will also address the role of medical and interpersonal communications relevant to collaborative care in a multi-disciplinary clinical setting, as well as an integrative approach to acute and critical care. Prerequisite: None

PROFESSIONAL DEVELOPMENT & LEADERSHIP IV:
APPROVED ADVANCED STUDIES
DCR 134 • 1 Unit • 15 Hours
This course comprises a series of lectures, talks, seminars and assignments on a broad range of topics directly related to professional development in the acupuncture and Oriental Medicine profession offered throughout the two-year DAOM program. Topics selected are pertinent to the professional growth and success of an AOM practitioner and examples include topics in preventive medicine and public health, social and legal issues in medicine, as well as specific advanced topics in various medical and clinical specialties. Prerequisite: None

ADVANCED PATIENT ASSESSMENT & DIAGNOSIS I: ACUPUNCTURE
DCR 141 • 2 Units • 30 Hours
This course presents advanced assessment and diagnostic methods in acupuncture/Oriental Medicine, and is intended to strengthen students' ability to further assess and differentiate various clinical syndromes, and to establish a clinical diagnosis based on their clinical findings. Topics include assessment and diagnostic methods such as advanced pulse diagnosis, Extraordinary Channel diagnosis, Japanese Hara (abdominal) diagnosis, Korean Constitutional and Five-Element diagnosis, and other clinical assessment and diagnostic techniques. Prerequisite: None
ADVANCED PATIENT ASSESSMENT & DIAGNOSIS II: WESTERN BIOMEDICINE  
DRC 142 • 1 Unit • 15 Hours  
This course presents advanced clinical assessment and diagnostic methods from a biomedical perspective and is intended to strengthen students’ ability to understand and apply various biomedical assessment and diagnostic tools to clinical practice. Topics include advanced orthopedic and neurological assessment, and other clinical assessment and diagnostic techniques.  
Prerequisite: None

ADVANCED CLINICAL INTERVENTION I: ACUPUNCTURE  
DRC 151 • 1 Unit • 15 Hours  
This course presents advanced treatment methods and modalities in acupuncture/Oriental Medicine, providing students with advanced acupuncture techniques that may be applied to their clinical practice. Topics include Master Tung’s acupuncture, scalp acupuncture, and other advanced acupuncture techniques.  
Prerequisite: None

ADVANCED CLINICAL INTERVENTION II: TCM HERBAL MEDICINE  
DRC 152 • 1 Unit • 15 Hours  
This course focuses on cultivating students’ herbal formula writing competencies. This is done through an in-depth discussion of herbal formula construction, examining the merits of specific herb choices and combinations, along with modifications, indications, precaution and clinical applications of the selected herbal formulas. The cultivation of TCM herbal competencies is reinforced by analyzing classical and contemporary TCM herbal formulas, and their relevance to the present day practice of TCM.  
Prerequisite: None

ADVANCED CLINICAL INTERVENTION III: CLINICAL NUTRITION & FUNCTIONAL MEDICINE  
DRC 153 • 1 Unit • 15 Hours  
This course presents the core principles of functional medicine, and examines the relationship between an individual person’s health and the dynamic balance of their internal physiology and various external factors. Topics include functional biochemistry, evidence-based nutrition, nutritional epidemiology, whole food nutrition and supplementation, and an overview of the impact of gastrointestinal, hormonal, metabolic, immune, neurochemical and other regulatory imbalances on health.  
Prerequisite: None

ADVANCED CLINICAL INTERVENTION IV: TCM CLASSICS  
DRC 154 • 1 Unit • 15 Hours  
The course examines and discusses the application of select doctrines and concepts from various TCM Classics and schools of thoughts to a clinical practice setting. Key TCM concepts from the Classics including the Yi Jing (I-Ching), Huang Di Nei Jing (Yellow Emperor's Classics), Shang Han Lun (Treatise on Cold Injury), Jin Gui Yao Lue (Essentials from the Golden Cabinet). Various classics from the Tang, Song, jin, Yuan and Ming dynasties, as well as doctrines from various schools of thoughts including Jing Fang (Canonical) Doctrine, Yi Shui Doctrine, Dan Xi Doctrine, He Jian Doctrine, Wen Bu (Warm Tonification) Doctrines will be discussed, and their respective application to modern clinical TCM practice will be examined.  
Prerequisite: None

ADVANCED CLINICAL INTERVENTION V: HERB-DRUG INTERACTION & MANAGEMENT  
DRC 155 • 1 Unit • 15 Hours  
The course examines and discusses the potential interactions between Chinese herbs/formulas and pharmaceutical drugs. Topics include herbal toxicity from a TCM perspective, the pharmacological properties of herbs/herbal formulas and potential pharmacological interactions between medicinal herbs and pharmaceutical drugs. The management of potential herb-drug interaction will also be discussed.  
Prerequisite: None

INTEGRATIVE CLINICAL CASE REVIEW & PRESENTATION  
DCR 160 • 1 Unit • 15 Hours  
The emphasis of this course is to develop expertise in clinical case report writing and presentation skills. This course focuses on preparing, presenting and reviewing clinical case reports based on patients treated by students in their own clinical practice. The presentations will incorporate in-depth discussion of both TCM and biomedical aspects of the cases selected. Case presentations will be discussed and evaluated by the DAOM faculty as well as the students’ peers, and the student presenting the case will receive feedback for revision and enhancement. Exceptional case presentations may be selected for publication and/or presentation outside of the DAOM course.  
Prerequisite: None

CAPSTONE RESEARCH PROJECT PRESENTATION & DISSERTATION CONFERENCE  
DXP 5000 • 0 Units • Required for program completion and graduation  
The DAOM program culminates in a Dissertation Conference in which students apply their scholarship and leadership skills by presenting and defending their Capstone Research Project thesis before a panel of faculty reviewers, DAOM program peers and other attendees, and by responding appropriately to comments and questions from the panel and audience.  
Prerequisite: Submission and Approval of Capstone Research Project Thesis

WOMEN’S HEALTH & REPRODUCTIVE MEDICINE SPECIALTY  

WESTERN REPRODUCTIVE MEDICINE I  
DRM 211 • 1 Unit • 15 Hours  
This course examines and discusses reproductive anatomy and physiology, focusing specifically on reproductive neuroendocrinology, regulation of the menstrual cycle, mechanism of fertilization and the endocrinology of pregnancy.  
Prerequisite: None

WESTERN REPRODUCTIVE MEDICINE II  
DRM 212 • 1 Unit • 15 Hours  
The course examines and discusses normal and abnormal growth and development, and pubertal and sexual development. In addition, the course provides an overview of human genetics and neuroendocrinology, focusing on transmission genetics, embryonic development, fetal growth and the teratogenic effects of environmental factors on fetal growth and development.  
Prerequisite: None

WESTERN REPRODUCTIVE MEDICINE III  
DRM 213 • 1 Unit • 15 Hours  
The course presents a comprehensive analysis and discussion on male and female infertility. Topics include epidemiology and etiologies of infertility, proper diagnosis and interpretation of findings, and a survey of treatment modalities and options. The principles and practice of contraception will also be discussed.  
Prerequisite: DRM 211

WESTERN REPRODUCTIVE MEDICINE IV  
DRM 214 • 1 Unit • 15 Hours  
The course examines and discusses Assisted Reproductive Technologies (ART) and fertility preservation. ART procedures and related complications including ovarian hyperstimulation syndrome, higher order multiple gestations and birth anomalies will be explored in addition to fertility preservation and onco-fertility issues for men and women.  
Prerequisite: DRM 211

The course examines and discusses the potential interactions between Chinese herbs/formulas and pharmaceutical drugs. Topics include herbal toxicity from a TCM perspective, the pharmacological properties of herbs/herbal formulas and potential pharmacological interactions between medicinal herbs and pharmaceutical drugs. The management of potential herb-drug interaction will also be discussed.  
Prerequisite: None
INTTEGRATIVE OBSTETRICS & POSTNATAL CARE
DRM 235 • 1 Unit • 15 Hours
This course examines and discusses childbirth and postpartum care from both the TCM and western biomedical perspective. Topics include prenatal maternal and fetal care, labor preparation, abnormal fetal presentation, complications of delivery and birth, lactation and postnatal care for mother and infant. Prerequisite: DRM 215 and DRM 222

INTGRATIVE ANDROLOGY & UROLOGY
DRM 236 • 2 Units • 30 Hours
This course examines and discusses male reproductive anatomy, physiology, men's health and wellness and male infertility from an integrative perspective. Topics include spermatogenesis, pathogenesis of male reproductive disorders, and an integrative approach to the assessment and treatment of male fertility, erectile dysfunction and psychosocial factors associated with these disorders. Prerequisite: DRM 213

INTTEGRATIVE WOMEN’S WELLNESS & DISEASE PREVENTION
DRM 237 • 1 Unit • 15 Hours
This course integrates and applies current TCM, Western biomedical and other therapeutic modalities to the cultivation of health and wellness, and the prevention of diseases in women. Topics include lifestyle choices, medical screenings, changes in nutritional requirements, exercise and patient education. Prerequisite: None

METABOLIC SYNDROME & REPRODUCTIVE HEALTH
DRM 238 • 1 Unit • 15 Hours
This course examines and discusses the complex Metabolic Syndrome and various clinical conditions associated with this multifaceted disorder. The link between Metabolic Syndrome, reproductive health and conditions such as Polycystic Ovarian Syndrome will also be explored. Prerequisite: DRM 211

NUTRITION & FUNCTIONAL MEDICINE
DRM 240 • 2 Units • 30 Hours
This course explores the fundamentals of nutrition, pathophysiology of nutritional disorders, and how common nutritional deficiencies are identified and related to reproductive disorders. Advanced concepts related to functional medicine and TCM nutrition will also be presented and discussed. Prerequisite: DCR 253

PSYCHONEUROIMMUNOLOGY: MIND-BODY WELLNESS
DRM 251 • 1 Unit • 15 Hours
This course examines and discusses the complex Metabolic Syndrome and various clinical conditions associated with this multifaceted disorder. The link between Metabolic Syndrome, reproductive health and conditions such as Polycystic Ovarian Syndrome will also be explored. Prerequisite: DRM 211

PSYCHONEUROIMMUNOLOGY: MIND-BODY WELLNESS
DRM 252 • 1 Unit • 15 Hours
This course focuses on antepartum and intrapartum issues including prenatal maternal health, pregnancy and postnatal care. Topics include prenatal health and genetic screening, ectopic pregnancy, and common maternal complications in pregnancy such as hyperemesis gravidarum, gestational diabetes, preclampsia, anemia, thyroid dysfunction, gestational weight gain, infection, bleeding and threatened pregnancy loss. Maternal nutrition during pregnancy, adverse environmental exposure and vaccines and immunizations will also be presented. Prerequisite: DRM 211

TCM GYNECOLOGY
DRM 221 • 1 Unit • 15 Hours
This course examines in detail common gynecological conditions from a TCM perspective. Students will study the clinical presentations, assessment, diagnosis, and treatment plans for common gynecological conditions, as well as be able to apply appropriate acupuncture and herbal treatments for these conditions. Topics include the application of TCM Fu Ke concepts and principles to the assessment, syndrome differentiation and diagnosis of common gynecological conditions. Prerequisite: None

TCM REPRODUCTIVE MEDICINE
DRM 222 • 1 Unit • 15 Hours
This course examines and discusses infertility and reproductive medicine from a TCM perspective. Students will apply TCM diagnostic and pattern differentiation principles to the analysis of infertility, and the application of TCM therapeutic modalities to the management of the various causes of infertility. Other topics include menopause and related conditions, as well as disorders related to pregnancy and childbirth. Prerequisite: None

INTEGRATIVE GYNECOLOGY & WOMENS HEALTH I
DRM 231 • 1 Unit • 15 Hours
This is the first of a two-part series that examines and discusses common gynecological conditions from both biomedical and TCM perspectives. This module focuses on breast diseases, menstrual disorders and gynecological malignancies. Prerequisite: DRM 211 and DRM 221

INTEGRATIVE GYNECOLOGY & WOMENS HEALTH II
DRM 232 • 1 Unit • 15 Hours
The second in a two-part series that examines and discusses common gynecological conditions from both biomedical and TCM perspectives, and focuses on menopause and related disorders. Post-menopausal hormonal replacement therapy will also be discussed. Prerequisite: DRM 211 and DRM 221

INTEGRATIVE REPRODUCTIVE MEDICINE I
DRM 233 • 1 Unit • 15 Hours
This course presents an integrative approach to recurrent pregnancy loss, miscarriage and ectopic pregnancy. Topics will also include the role of TCM therapeutic intervention in in-vitro fertilization (IVF) cycles, the influence of dietary and lifestyle factors on ovarian function, along with other common first trimester pregnancy conditions and complications. Prerequisite: DRM 213 and DRM 222

INTEGRATIVE REPRODUCTIVE MEDICINE II
DRM 234 • 1 Unit • 15 Hours
This course applies TCM channel theories of the 8 Extra Meridians and Luo-connecting Channels to the diagnosis and treatment of gynecological and female reproductive disorders. Prerequisite: DRM 221 and DRM 222

WESTERN REPRODUCTIVE MEDICINE V
DRM 215 • 1 Unit • 15 Hours
This course focuses on antepartum and intrapartum issues including prenatal maternal health, pregnancy and postnatal care. Topics include prenatal health and genetic screening, ectopic pregnancy, and common maternal complications in pregnancy such as hyperemesis gravidarum, gestational diabetes, preclampsia, anemia, thyroid dysfunction, gestational weight gain, infection, bleeding and threatened pregnancy loss. Maternal nutrition during pregnancy, adverse environmental exposure and vaccines and immunizations will also be presented. Prerequisite: DRM 211
HEALTHY AGING & INTERNAL MEDICINE SPECIALTY

TCM HEALTH CULTIVATION
DIM 210 • 1 Unit • 15 Hours
This course presents health cultivation from a TCM perspective. The course examines the TCM principles of health cultivation and traces the development of health preservation and preventive medicine in the history of TCM. The relevant application of acupuncture, Chinese herbal medicine, medicinal diet, Qigong practice and lifestyle and environmental factors in health cultivation will also be presented. Prerequisite: None

GERONTOLOGY I: BIOLOGICAL ASPECTS OF AGING
DIM 221 • 1 Unit • 15 Hours
This course presents an overview of the aging process from a biomedical perspective, focusing on the effects of aging on the anatomy and physiology of the various organ systems in the body. Prerequisite: None

GERONTOLOGY II: PUBLIC HEALTH & AGING
DIM 222 • 1 Unit • 15 Hours
This course discusses the impact of aging and an aging population on medico-social, epidemiological and public health policies, population health and healthcare disparities. The course also examines the support systems needed to care for an aging population, including hospice and palliative care. The emergence of anti-aging medicine will also be examined and discussed. Prerequisite: None

NUTRITION & THE AGING PROCESS
DIM 223 • 1 Unit • 15 Hours
This course focuses on changes in nutritional requirements associated with aging, discusses common nutritional problems and deficiencies associated with aging, and examines strategies in optimizing nutritional status in the elderly. Prerequisite: None

PHARMACOLOGY & AGING
DIM 224 • 1 Unit • 15 Hours
This course examines issues on pharmacokinetics and drug interactions associated with aging, focusing on aging related physiologic changes affecting drug absorption, metabolism and elimination. The course also includes epidemiology of pharmacotherapy and polypharmacy in the elderly, a review of adverse drug reactions in the elderly, and precautions to note when prescribing herbal formulas to elderly patients. Prerequisite: DCR 155

INTEGRATIVE SYSTEM AGING I: NEUROLOGY I
DIM 231 • 1 Unit • 15 Hours
The first of a two-part series that examines neurological disorders associated with aging from both TCM and biomedical aspects, this course focuses on normal cognitive aging and the assessment, diagnosis, neuropsychology and management of dementia and other clinical conditions with impairment of cognitive function. Prerequisite: DIM 221 and DIM 222

INTEGRATIVE SYSTEM AGING II: NEUROLOGY II
DIM 232 • 1 Unit • 15 Hours
The second of a two-part series that examines neurological disorders associated with aging from both TCM and biomedical aspects, this course focuses on an integrative approach to the assessment, diagnosis and management of stroke, Parkinson's disease and other movement disorders, neuromuscular disorders, intracranial tumors, headaches, pain and other conditions commonly associated with aging. Prerequisite: DIM 221 and DIM 222

INTEGRATIVE SYSTEM AGING III: MUSCULOSKELETAL DISORDERS
DIM 233 • 1 Unit • 15 Hours
This course examines musculoskeletal disorders associated with aging from both TCM and biomedical aspects, focusing on arthritis and connective tissue disorders associated with aging, as well as muscular atrophy, fractures and musculoskeletal pain in the elderly. Prerequisite: DIM 221 and DIM 222

INTEGRATIVE SYSTEM AGING IV: SKIN & SPECIAL SENSES
DIM 234 • 1 Unit • 15 Hours
This course presents both the TCM and biomedical perspectives of common dermatological conditions, as well as vision and hearing disorders associated with aging. Prerequisite: DIM 221 and DIM 222

INTEGRATIVE SYSTEM AGING V: GYNECOLOGY & WOMEN'S HEALTH
DIM 235 • 1 Unit • 15 Hours
This course examines common gynecological disorders associated with aging from both TCM and biomedical aspects. Topics will also include sexuality in aging, gynecological malignancies, and breast cancer. Prerequisite: DIM 221 and DIM 222

INTEGRATIVE SYSTEM AGING VI: UROLOGY
DIM 236 • 1 Unit • 15 Hours
This course presents an integrative review of common urological conditions associated with aging. Topics include diseases of the aging kidney and lower urinary track, water and electrolyte homeostasis, and prostate health in men. Prerequisite: DIM 221 and DIM 222

INTEGRATIVE SYSTEM AGING VII: GASTROINTESTINAL DISORDERS
DIM 237 • 1 Unit • 15 Hours
This course presents an integrative review of common gastrointestinal conditions associated with aging. Topics include age-related digestive disorders, diseases of the upper gastrointestinal tract, hepatobiliary and pancreatic disorders, diseases of the small intestines and colorectal disorders, and malignancies in the gastrointestinal tract. Prerequisite: DIM 221 and DIM 222

INTEGRATIVE SYSTEM AGING VIII: CARDIOVASCULAR DISORDERS
DIM 238 • 1 Unit • 15 Hours
This course presents both the TCM and biomedical perspective of common cardiovascular conditions associated with aging. Topics include coronary vascular diseases, hypertension, cardiac failure, cardiac arrhythmias, as well as preventive measures in maintaining coronary health. Prerequisite: DIM 221 and DIM 222

INTEGRATIVE SYSTEM AGING IX: RESPIRATORY & HEMATOLOGICAL DISORDERS
DIM 239 • 1 Unit • 15 Hours
This course presents an integrative review of common respiratory conditions associated with aging, including chronic and obstructive lung diseases, pneumonia and respiratory insufficiency. The course also examines and discusses common age-related hematological conditions from an integrative perspective, including anemia, hematological malignancies and other blood disorders. Prerequisite: DIM 221 and DIM 222

INTEGRATIVE SYSTEM AGING X: ENDOCRINE & METABOLIC DISORDERS
DIM 240 • 1 Unit • 15 Hours
This course presents both the TCM and biomedical perspective of common endocrine and metabolic conditions associated with aging. Topics include diabetes mellitus, adrenal and pituitary disorders, thyroid and parathyroid diseases, and aging related obesity. Prerequisite: DIM 221 and DIM 222
PSYCHONEUROIMMUNOLOGY: MIND-BODY WELLNESS
DIM 251 • 1 Unit • 15 Hours
This course discusses the interactions between the brain and the body, specifically the relationship between psychological processes and the nervous and immune systems in the body. It examines the role of psychological well-being in health cultivation and recovery from illness, and the translation of such knowledge into effective behavioral strategies that prevent disease, promote healing and enhance well-being across the life span. Prerequisite: DIM 221 and DIM 222

INTEGRATIVE SYSTEM AGING XI: ONCOLOGY
DIM 241 • 1 Unit • 15 Hours
The course examines cancer and aging from both a TCM and biomedical perspective, and presents a systematic review of common malignancies and their clinical presentation, diagnosis, staging and treatment. The course also discusses cancer screening, early detection and prevention, and provides an overview to the integrative management and care of cancer patients. Prerequisite: DIM 221 and DIM 222

INTEGRATIVE SYSTEM AGING XII: GERIATRIC MEDICINE I
DIM 242 • 1 Unit • 15 Hours
This is the first of a two-part series that presents an integrative approach to problem-based Geriatric Medicine. Part One will cover topics on multidimensional geriatric assessment and intervention, health promotion for older adults, preventive and anticipatory care, exercise in older adults, impaired mobility, falls, injuries and rehabilitation. Prerequisite: DIM 221 and DIM 222

INTEGRATIVE SYSTEM AGING XIII: GERIATRIC MEDICINE II
DIM 243 • 1 Unit • 15 Hours
This is the second of a two-part series that presents an integrative approach to problem-based Geriatric Medicine. Topics presented in part two include personal hygiene, nutrition, sleep and insomnia, constipation, urinary and fecal incontinence, pressure sores, pain in older adults, delirium and mental wellness, palliative care, as well as ethical issues in Geriatric Medicine. Prerequisite: DIM 221 and DIM 222

PSYCHONEUROIMMUNOLOGY: MIND-BODY WELLNESS
DIM 252 • 1 Unit • 15 Hours
This course discusses the interactions between the brain and the body, specifically the relationship between psychological processes and the nervous and immune systems in the body. It examines the role of psychological well-being in health cultivation and recovery from illness, and the translation of such knowledge into effective behavioral strategies that prevent disease, promote healing and enhance well-being across the life span. Prerequisite: DIM 221 and DIM 222

CLINICAL PSYCHOLOGY & PATIENT CARE
DIM 252 • 1 Unit • 15 Hours
This course discusses the psychological aspects of health and wellness with aging, examining the normal aging process from a psychological perspective, and exploring psychological interventions that address problems that commonly arise as people age. The course focuses on the mental health needs of older adults with the objective of helping older persons and their families overcome problems, enhance well-being, and achieve maximum potential during later life. Prerequisite: DIM 221 and DIM 222
Clinical Training

CLINICAL EDUCATION PROGRAM
The DAOM program at Yo San University includes a total of 650 hours of clinical training, comprised of a combination of the following components:

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<th>Course Name</th>
<th>Hours</th>
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<td>Specialty Grand Rounds</td>
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<td>(Residency weekends)</td>
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<tr>
<td>DCL 1210</td>
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<tr>
<td>DCL 1400</td>
<td>Clinical Specialty Mentorship</td>
<td>Maximum of 200</td>
</tr>
<tr>
<td>DCL 1500</td>
<td>Clinical Selectives*</td>
<td>Maximum of 200</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>650</td>
</tr>
</tbody>
</table>

The program's clinical training component is designed to accommodate the schedules of doctoral students in a monthly residency program model. Students consult with the DAOM Program Dean to develop a plan to complete the required 650 hours of clinical training, including an individually customized combination of the following components:

- Direct patient treatment and care at the Yo San University Blount Community Clinic on residency and non-residency weekends
- Direct patient treatment and care at approved clinics and medical centers
- Clinical specialty mentorships with approved experienced TCM or Western medical practitioners. A maximum of 200 hours of the required clinical hours can be completed under this category.
- Preceptorship programs involving working with master's level students in acupuncture/Oriental Medicine programs at an approved TCM/AOM school. These experiences may include teaching, clinical supervision or other educational instructional activities intended to facilitate the development of the candidate's teaching skills.
- Other Clinical Selectives programs (see Clinical Selectives section below).

CLINICAL SPECIALTY MENTORSHIP
In Clinical Specialty Mentorships, doctoral candidates receive specialty clinical training in an approved clinic, hospital or private practice with senior practitioners (specialty mentor). The doctoral candidate's specialty mentor submits a written evaluation of the candidate's performance at the end of the mentorship training. All specialty mentors must be approved by the DAOM Program Dean prior to commencing the specialty mentorship. A maximum of 200 hours may be obtained under the Clinical Specialty Mentorship program.

CLINICAL SELECTIVES
The Clinical Selectives are comprised of the following clinical and education activities:

- Clinical preceptorship
- Additional advanced clinical specialty clinic
- Other non-AOM academic teaching/instruction
- Other non-AOM clinical supervision/instruction
- Research activities (separate from DAOM Capstone Research Project)
- Writing and publications (separate from DAOM Capstone Research Project)
- Attendance at approved workshops, seminars, conferences and continuing education activities (up to 100 hours)
- China externship (up to 80 hours)

Clinical Selectives are intended to offer doctoral candidates a broad spectrum of clinical training opportunities, both within their selected clinical specialty, as well as in other areas pertinent to the individual candidate's education and professional interests. Students will, in consultation with the DAOM Program Dean, develop a plan to complete the appropriate activities and training hours under this category; where needed, approval from the DAOM Program Dean must be requested in writing. A maximum of 200 hours may be obtained under the Clinical Selectives.

GUIDELINES FOR CLINICAL EDUCATION HOURS
Clinical hours may be completed with a variety of combinations that suit the needs, interests and resources of doctoral candidates. Clinical education hours must meet the following guidelines:

- A minimum of 500 hours must be engaged with direct clinical patient treatment and care;
- A minimum of 325 hours must be completed in the doctoral candidate's selected area of specialization. The remaining hours may be outside of the candidate's selected area of specialization, but must be confined to clinical experience within TCM or Western Medicine; and
- A minimum of 100 hours must be completed at the Yo San University Blount Community Clinic that is engaged with direct clinical patient treatment and care.
Faculty Listing

Lawrence Lau, MD (Singapore), MSOM, L.Ac.
MD, National University of Singapore
MSOM, Samra University of Oriental Medicine

Brian S. Lee, MSAOM, L.Ac.
MSAOM, South Baylo University

Don Lee, MTOM, DNBAO, L.Ac.
MTOM Emperor's College of Traditional Oriental Medicine
Diplomate, National Board of Acupuncture Orthopedics

Ming-Dong Li, BMed, MMed, PhD, L.Ac.
BMed, Heilongjiang University of Traditional Chinese Medicine
MMed, Heilongjiang University of Traditional Chinese Medicine
PhD, Heilongjiang University of Traditional Chinese Medicine

Yue-Ying Li, BMed, MMed, L.Ac.
BMed, Luzhou Medical College, China
MMed, Luzhou Medical College, China

Benny J. Lin, BMed, L.Ac.
BMed, Guangxi University of Traditional Chinese Medicine

Paul C. Magarelli, MD, PhD
MD, University of Arizona
PhD, University of Arizona
Diplomate, American Board of Obstetrics and Gynecology: Reproductive Endocrinology and Infertility

Jennifer Magnabosco, PhD
MA, University of Chicago
PhD, Columbia University

Alicia Maravankin-Dordoni, MD (Argentina)
MD, University of Buenos Aires School of Medicine, Buenos Aires, Argentina

Andrea Murchison, MATCM, DAOM, L.Ac.
MATCM, Yo San University of Traditional Chinese Medicine
DAOM, Yo San University of Traditional Chinese Medicine

Daoshing Ni, OMD, PhD, MBA, L.Ac.
OMD, Samra University of Oriental Medicine
PhD, Samra University of Oriental Medicine
MBA, Pepperdine University

Mao Shing Ni, OMD, PhD, L.Ac.
OMD, Samra University of Oriental Medicine
PhD, Samra University of Oriental Medicine

Rosaleen Ostrick, MA, MPH, MATCM, L.Ac.
MA, Antioch University
MPH, School of Public Health, University of California, Los Angeles
MATCM, Yo San University of Traditional Chinese Medicine

Marilyn Allen, MS
MS, Pepperdine University

Elisabeth Baum, PhD
BS, Universidade do Vale do Rio dos Sinos
PhD, University of California, Irvine

Anita Chen Marshall, MSTCM, DAOM, PhD, L.Ac.
MSTCM, Academy of Chinese Culture and Health Sciences
DAOM, American College of Traditional Chinese Medicine
PhD, University of the Pacific

Connie Christie, MATCM, DAOM, L.Ac.
MATCM, Yo San University of Traditional Chinese Medicine
DAOM, Yo San University of Traditional Chinese Medicine

Caroline Cohen, MTOM, L.Ac.
MTOM, Emperor's College of Traditional Oriental Medicine

David Cohen, MFA, L.Ac.
MFA, San Francisco State College
Acupuncture Certificate, California Acupuncture College

Laraine Crampton, MPW, MATCM, DAOM, L.Ac.
MPW, University of Southern California
MATCM, Yo San University of Traditional Chinese Medicine
DAOM, Yo San University of Traditional Chinese Medicine

Margo DeLeaver, MD, FAAP
MD, State University of New York (SUNY, Buffalo) School of Medicine
Fellow of the American Academy of Pediatrics

Brandon Horn, MSOM, FABORM, L.Ac.
MSOM, Samra University of Oriental Medicine
Fellow, American Board of Oriental Reproductive Medicine

Ji-Ling Hu, BMed, MMed, L.Ac.
BMed, Hubei University of Traditional Chinese Medicine
MMed, Beijing University of Traditional Chinese Medicine

Fritz Hudnut, MTOM, DAOM, L.Ac.
MTOM, Emperor's College of Traditional Oriental Medicine
DAOM, Emperor's College of Traditional Oriental Medicine

Hong-Yun Jin, BMed, MMed, L.Ac.
BMed, Heilongjiang University of Traditional Chinese Medicine
MMed, Heilongjiang University of Traditional Chinese Medicine

Marc Kalan, MD
MD, Roslyn University of Health
Diplomat, American Board of Obstetrics and Gynecology: Reproductive Endocrinology and Infertility

Monika Kobylecka, MSTOM, L.Ac.
MSTOM, Pacific College of Oriental Medicine, San Diego
Marvyn Perez, MD (Mexico), MATCM, L.Ac.
MD, Autonomous University of Puebla, Puebla, Mexico
MATCM, Yo San University of Traditional Chinese Medicine

Meredith Chun-Yi Qian, BMEd, MMEd, L.Ac.
BMEd, China Academy of Traditional Chinese Medicine, Beijing
MMEd, China Academy of Traditional Chinese Medicine, Beijing

Zheng Qi-Wei, BMEd, MMEd, L.Ac.
BMEd, China Academy of Traditional Chinese Medicine, Beijing
MMEd, China Academy of Traditional Chinese Medicine, Beijing

Edmund Shaheen, MD
MD, Tulane University School of Medicine
Diplomate of the American Board of Family Medicine
Diplomate of the American Board of Medical Acupuncture

Jennifer Shulman, MTOM, DAOM, L.Ac.
MTOM Emperor's College of Traditional Oriental Medicine
DAOM, Yo San University of Traditional Chinese Medicine

Cynthia Splies, MATCM, DAOM, L.Ac.
MATCM, Santa Barbara College of Oriental Medicine
DAOM, Yo San University of Traditional Chinese Medicine

Eric Tamrazian, MD
MD, St George's University

Pam Tarlow, PharmD
PharmD, University of Southern California

Carla Vidor, MTOM, DAOM, L.Ac.
MTOM, Emperor's College of Traditional Oriental Medicine
DAOM, Yo San University of Traditional Chinese Medicine

Debra Snyder Warshauer, L.Ac., FABORM
Acupuncture Certificate, California Acupuncture College

David Wells, DC, L.Ac.
DC, Pasadena College of Chiropractic
Acupuncture Certificate, California Acupuncture College

Hua-Bing Wen, BMEd, MMEd, L.Ac.
BMEd, Beijing University of Traditional Chinese Medicine
MMEd, Beijing University of Traditional Chinese Medicine

Denise Wiesner, MTOM, L.Ac.
MTOM, Emperor's College of Traditional Oriental Medicine

Nurit Winkler, MD
MD, University of Pavia
Diplomat, American Board of Obstetrics and Gynecology: Reproductive Endocrinology and Infertility
Admissions

ACADEMIC YEAR
Yo San University operates on a 15-week trimester system. The three (3) trimesters in a calendar year are:

- SPRING TRIMESTER – January through mid-April
- SUMMER TRIMESTER – May through mid-August
- FALL TRIMESTER – September through mid-December

Please refer to the Academic Calendar for the start and end dates of each trimester as well as important dates and deadlines.

ADMISSIONS REQUIREMENTS
All applicants must meet the following admissions requirements for the DAOM program:

1) Successful completion of a Master’s Degree Program in Acupuncture and Oriental Medicine at an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English language institution in another country. Applicants who do not satisfy this requirement may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English before beginning the clinical experience.

2) A grade point average (GPA) of not less than 3.0

DOMESTIC APPLICANTS
To apply, domestic applicant must submit:

- A completed DAOM application
- Application fee
- Official transcripts from all previously attended colleges/universities
- Two letters of professional or academic recommendation on official letterhead
- A 500-word statement of purpose
- A current résumé
- Two passport-size photographs
- Copy of state or national licensure

INTERNATIONAL APPLICANTS
Yo San University is authorized by federal laws to enroll non-resident alien students who meet the admissions requirements for the DAOM program, and comply with the laws and regulations set out by the U.S. Immigration and Customs Enforcement and the United States Department of Homeland Security.

In addition to the above standard admissions requirements and application process, international applicants must submit:

- Official foreign educational transcripts translated into English (where applicable) by an official translation agency
- Official foreign educational transcripts evaluated by an independent academic accredited evaluation agency that is a member of the National Association of Credential Evaluation Services, Inc. (NACES). Transcripts need to be evaluated on a course-by-course basis. The evaluation, containing the total number of earned credits and cumulative GPA, should be sent directly to Yo San University by the evaluating agency
- Demonstration of English language competency by at least one of the following two means:
  - Scoring at least 80 on the Test of English as a Foreign Language (TOEFL) internet based test (iBT), with a minimum speaking exam score of 26 and a minimum listening exam score of 22; or a level 6 on the International English Language Testing System (IELTS) exam; OR
  - Successful completion of at least three years of undergraduate or graduate level education in an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English language institution in another country. Applicants who do not satisfy this requirement may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English before beginning the clinical experience.
- In addition, oral competency will be assessed through the admission interview and related communications, while written competency will be assessed through the application essay and related communications. Letters of recommendation will also be reviewed with regard to the applicant’s proficiency in oral and written communications.
  - Evidence of financial resources ($42,000) sufficient to cover at least one academic year of tuition/education costs ($15,000) and living expenses ($27,000)
  - An I-20 application together with a photocopy of the photo page of the applicant’s passport

INTERNATIONAL STUDENT (F-1)Visa
International students are expected to comply with all laws and regulations set out by the U.S. Immigration and Customs Enforcement, in addition to Yo San University policies and regulations.

On being accepted into the DAOM program, an international applicant must commit to full-time enrollment in the program by submitting a non-refundable deposit of $2,000 (in U.S. dollars), which will be applied to the first trimester tuition. The deposit must be received within thirty (30) days of notification of acceptance into the DAOM program.

In accordance with the U.S. Department of Homeland Security’s Student and Exchange Visitor Program (SEVP) regulations, newly admitted students who are not citizens or residents of the U.S. seeking F-1 (Student) Visa status must request for a Yo San University Form I-20 (Certificate of Eligibility for Non-Immigrant F-1 Student Status) and apply for an F-1 Visa at a U.S. Embassy or Consulate before traveling to the U.S. to begin the DAOM program.

The I-20 Certification of Eligibility for an F-1 Student Visa will be issued to the international applicant on receipt of the commitment deposit.
U.S. Immigration and Customs Enforcement requires that all students on F-1 Student Visa maintain a full-time program of study. The prospective international student is responsible for all fees associated with the student visa application and SEVP registration processes.

**TRANSFER STUDENTS**
Applicants who have been enrolled in a compatible program at another accredited acupuncture school must follow the application procedures listed above. Transfer credit is determined on an individual basis at the time of admission to the DAOM program at Yo San University. Please refer to the policies on Transfer Credits in the Academic Policies section of this catalog.

**NON-MATRICULATED STUDENTS**
The DAOM program at Yo San University does not admit non-matriculating students.

**APPLICATION DEADLINES**
Students are admitted into the DAOM program once a year in the summer trimester. Applications are accepted and reviewed continually throughout the year. Prospective students are encouraged to apply for admission well in advance of the anticipated start date of the program.

**NOTIFICATION OF ADMISSIONS**
Applicants will be notified in writing of the Admissions Committee’s decision within thirty (30) days of receipt of their completed application.

**YO SAN SCHOLARSHIPS AND AWARDS**
Various scholarships and awards are available to matriculating students. These scholarships and awards vary from trimester to trimester. For more information, please contact the DAOM Program Manager at daom@yosan.edu, or visit the YSU Scholarship page on our website at www.yosan.edu.

## Financial Aid

Financial assistance is available through the Federal Aid Stafford Loan and GradPlus Loan programs for students needing assistance in paying their educational costs.

To qualify for a Federal Aid program, the borrower must:

1) Be a U.S. Citizen or registered alien
2) Be enrolled at least half-time
3) Not be in default on a student loan or owe a refund on any state or federal educational grant
4) Possess a valid Social Security number
5) Have completed the Selective Service registration requirements (if applicable)
6) Be making satisfactory academic progress

Eligibility for Federal Student Loans is the difference between 1) the ‘Cost of Attendance’ and 2) other student aid such as scholarships. The Cost of Attendance is established each year by the Financial Aid Office and includes allowances for tuition, fees, books, room, board, transportation and miscellaneous expenses.

### FEDERAL FINANCIAL AID STATEMENT
Under the Direct Stafford Loan program, students who obtain loans are required to repay the full amount of the loan plus interest, less the amount of any refund. If students receive federal financial aid funds, they are entitled to a refund of the money not paid from federal financial aid funds.

Students must apply for federal financial aid by completing a FAFSA (Free Application for Federal Student Aid) annually. They must sign a Master Promissory Note (MPN) and complete Entrance Counseling prior to the first fund disbursement. Funds received through the Direct Loan Program must be repaid starting six (6) months after leaving school. Loans for less than a full academic year are pro-rated accordingly. A Direct Loan will be either unsubsidized, GradPlus, or a combination of both.

**UNSUBSIDIZED** – Interest on an unsubsidized loan is not paid by the Federal Government and therefore, interest will accrue on the loan while students are in school. Unless students make payment on the interest while in school, the interest will be capitalized or added to the principle when the loan goes into repayment. The interest rate is set every July 1st. Once originated, the interest is fixed for the life of the loan. Students may borrow an aggregate maximum of $138,500 including amounts outstanding from loans borrowed at other schools. Students may borrow a maximum of $20,500 per academic year (defined as two trimesters).

**GRADPLUS LOAN** – Students may borrow up to the Cost of Attendance (see above) less the amount of other student loans, scholarships and other federal student aid. The interest is fixed for the life of the loan at the time of origination. The interest rate is set every year on July 1st. The borrower must have a good credit history to qualify.

### DISBURSEMENT OF FEDERAL STUDENT LOAN PROCEEDS
When the following conditions are true fifteen (15) days prior to the beginning of the term, Federal Student Loan proceeds are disbursed on Sunday of the first residency weekend in the trimester:

- Students have completed the year appropriate FAFSA. The Financial Aid Office will notify students when a FAFSA is needed
- Students have completed a Master Promissory Note. (A MPN needs to be completed one time and is valid for ten years)
- Students have completed Entrance Counseling. Entrance Counseling may be done separately or at the same time for Stafford Loans and GradPlus loans
- Students have returned a signed award letter.

A check for the difference between the amount borrowed and the amount of the University charges will be available on Sunday of the first residency weekend of the trimester unless otherwise notified. Checks that are not picked up within twenty-one (21) calendar days of the disbursement date or the date of notification will be returned to the lender.

When the above conditions are not true, the Bursar’s Office will notify students of their refund check availability.
CANCELLING LOAN DISBURSEMENTS

Within thirty (30) calendar days of the disbursement date or notification date that refund checks are available for pickup, students can request that all or part of a disbursement be cancelled and the loan proceeds be returned to the lender. After thirty (30) days, students can return the funds directly. If students or the University return the funds between thirty (30) and one hundred and twenty (120) days after the disbursement date, the interest and fees will be cancelled.

For instructions, please call the Direct Loan Common Origination and Disbursement Center at (800) 557-7394.

TREATMENT OF FEDERAL STUDENT LOANS WITH STUDENT WITHDRAWALS

If a student withdraws from the program and is a Federal Loan recipient, tuition refund processing follows Federal regulations. Refund calculations are made on a prorated basis according to the number of days remaining in the trimester until 75% of the course has been completed. The ‘withdrawal date’ is used to calculate the amount of the refund and is defined as the last date the student attended a class or YSU Blount Community Clinic shift. These refunds are returned to the Federal Direct Loan Program within forty-five (45) days of the withdrawal date.

Students may notify the DAOM Program Dean or Program Manager of their intentions during normal business hours via phone, email, letter or in-person. Before the refund will be processed, the student must complete a Withdrawal Form when cancelling enrollment before classes have started, or fully withdrawing from the program after classes have started. Withdrawal Forms are available in the DAOM Program Suite and can be requested by email at daom@yosan.edu.

SATISFACTORY ACADEMIC PROGRESS

To remain eligible for Federal Financial Aid, students must make Satisfactory Academic Progress toward the completion of the doctorate program. Yo San University measures Satisfactory Academic Progress in three ways at the end of the second, fourth and sixth trimesters: 1) assessment that students receive a grade of “Pass” on all required assignments, 2) completion of 80% of clinic residency requirements, and 3) submission of documentation to demonstrate progress on the Capstone Research Project.

Students who fail to make Satisfactory Academic Progress are placed on Financial Aid Warning for one trimester. If at the end of the trimester, Satisfactory Academic Progress standards are still not met, students are ineligible for Federal Student Aid.

Students may appeal the result to the Financial Aid Coordinator. Appeals must explain why satisfactory progress standards were not met and what has changed that will allow standards to be met by the next evaluation period. The appeal must also include an Academic Progress Course Plan approved by the DAOM Program Dean. The plan must ensure that the student meet standards within a specific time frame. When the appeal is granted by the Financial Aid Office, eligibility is re-instated and the student is placed on Financial Aid Probation for one (1) trimester. When the Academic Progress Course Plan is not followed, the student is ineligible for Federal Student Aid. The student may appeal for a second time. If an appeal is not granted, eligibility is not reinstated until after the student has met all Satisfactory Academic Progress standards.

WORK-STUDY

“Work-Study” is part-time work for the University that allows students to contribute to the operation of the University and earn a modest income to help defray the expenses of study. Work-Study positions may be available in the library, YSU Blount Community Clinic, bookstore and Administration Suite. Please inquire in the DAOM Program Suite about Work-Study positions, or look for posted notices.

VETERANS’ BENEFITS

The University participates in the Veterans Administration’s Chapters 33 and 38 Educational Benefits Program. Contact the Financial Aid Coordinator for more information or call the Veterans Administration for details.

INSTALLMENT PAYMENT PLAN

YSU offers students short-term loans in the form of an Installment Payment Plan. Under this plan, students pay tuition expenses in three (3) equal monthly installments, with the first payment being made at the time of registration. There is no interest or service charge to participate in the Installment Payment Plan except for a late fee in the event payments are not made on time.

All students registered in the doctorate program with a minimum financial obligation of $1,500 are eligible for the Installment Payment Plan. Students may make arrangements at the time of registration. Due dates are printed clearly on all registration forms.

Student Services and Facilities

Yo San University student services are designed to facilitate student enculturation and degree persistence, and ensure that graduates are fully prepared for their careers, not only in terms of their academic and clinical competencies, but also their personal and professional development. Cultivation of oneself is a philosophical underpinning of the University’s Taoist roots. Through self-cultivation students are encouraged to grow as well-rounded individuals, to ‘become the medicine’ and be role models for their patients.

NEW STUDENT ORIENTATION

For DAOM students at Yo San University (YSU), enculturation begins with a half-day Orientation session scheduled during the first residency weekend. During Orientation, students have an opportunity to meet others in their cohort and get acquainted with the Yo San administration and faculty members. They learn about the University’s legacy and future direction, and gain essential knowledge regarding how to navigate University systems and processes. All students receive a University email address and ID; training in accessing Google documents; presentations from key staff; and a chance to meet over lunch with staff, faculty and current students. At this time, the Registrar is available to answer any questions regarding the student Enrollment Agreement, prior to students’ signing of this document.

ACADEMIC ADVISING

Keeping students progressing toward their goals is fundamental to the University’s institutional mission and legacy. Academic advising begins upon acceptance to the program. Prior to matriculation,
students meet with the DAOM Program Dean to review program requirements. Additional advising may occur throughout the two-year program to assess progress towards competition of didactic assignments, clinic hours and capstone research projects. Faculty may request additional advising sessions due to grades or other concerns.

YSU LIBRARY: THE RYAN LEARNING RESOURCE CENTER

The Lawrence J. Ryan Ph.D. Learning Resource Center carries a variety of resources related directly to the YSU DAOM curriculum and in the general areas of Chinese and Western Medicines. It collects all texts used by the California Acupuncture Board, as well as all texts used in all courses for all degree programs at the University. Many frequently used books have multiple copies. The library also houses a growing collection of audiovisual materials (CD, DVD, video), mostly related to meditation and spiritual areas, including QI and basic sciences, such as biology, anatomy, and physiology. The reference collection includes handbooks, manuals, directories, encyclopedias, medical dictionaries, copies of the current Physician’s Desk Reference (PDR), as well as a selection of important publications. The collection provides students with information and resources to support their didactic and clinical work, as well as the Capstone Research Project. The majority of holdings are in English, with a small number of books in Chinese.

To support student research, thirteen print journals are available in the areas of Western and Integrative Medicine, as well as subscriptions to online journal databases and a comprehensive list of Internet resources relating to TCM, Herbal, and Allopathic Medicine that can be accessed onsite or remotely. A collection of journals no longer in publication also is available. YSU students, faculty and staff have full borrowing privileges of library materials and can order Interlibrary Loan through Worldshare. In addition, YSU’s library contains seven Internet-enabled computer work stations with word processing and printing capabilities, and three printers/copiers. Wireless access to the Internet is also provided throughout the University.

The Lawrence J. Ryan Ph.D. Learning Resource Center is open Monday through Thursday from 8:00 am to 8:00 pm, Friday from 8:00 am to 6:00 pm, and Saturday from 10:00 am to 2:00 pm, excluding University holidays and breaks. During trimester breaks, the library is open Monday through Thursday from 10:00 am to 2:00 pm. The Library Manager can be reached at library@yosan.edu or (310) 577-3000 ext. 112, for research assistance or other library related inquiries.

THE UNIVERSITY BOOKSTORE

The Yo San University Bookstore is a hub of University activity. It is the source for textbooks, but also features heritage materials from the Yo San family collection, a variety of TCM supplies (needles, moxa, dots, etc.), and specialty products. Students will find YSU apparel, interesting gifts and greeting cards, drinks and snacks. The bookstore is typically open Monday through Thursday from 8:00 am to 8:00 pm, and Friday from 8:30 am to 5:00 pm, excluding University holidays and breaks. The bookstore is a central source for information such as YSU happenings, roommate searches, job opportunities, practice development tips, things for sale and useful articles through flyers and the periodic e-newsletter. The bookstore staff can be reached at bookstore@yosan.edu or (310) 577-3000 ext. 119.

STUDENT LOUNGE

The YSU Student Lounge is an attractively appointed space that provides areas for casual reading or conversation, as well as a kitchen (equipped with refrigerators, toaster ovens and microwaves), study and dining tables, and lockers. A Student Bulletin Board contains flyers, news and updates, along with posted highlights from the Administrative Staff Meetings scheduled on alternating weeks that serve as an ongoing source of information about current operational issues. Small lockers, assigned by request, are located just inside the lounge. Students are asked to provide their own padlocks, and each locker is shared by two students. The Student Lounge is open to all registered students and YSU alumni. Access to the lounge by other individuals must be officially requested and approved by YSU Administration. The Student Lounge is located on the second floor of the building.

The lounge, which is open Monday through Friday from 8:00 am to 9:00 pm is maintained by the YSU Student Association.

BULLETIN BOARDS

Student Bulletin Boards are located in the Student Lounge. They are available for posting items, including study information, available housing, and employment opportunities. There are also bulletin boards located around the University for posting flyers, news and general information. Items posted on these and the Student Bulletin Board require pre-approval from Administration before posting. The Administration and DAOM Program Bulletin Boards, located just outside the Student Lounge, contain official notices about changes in policies and procedures, schedules, legislative updates, and special news; please check weekly. The Administration and DAOM Program Bulletin Boards may not be used for items of general interest or other non-University related material.

YSU STUDENT ASSOCIATION

The Yo San University Student Association (YSUSA) provides a platform for students to formulate and initiate projects internal and external to the University. YSUSA Officers, elected annually, communicate with the Administration as the voice of the student body. The DAOM Program has an elected representative to YSUSA. The Student Association annually elects a student representative to the Board of Trustees as a non-voting Board member with limited privileges. Days and times for Student Association meetings are posted on the Student Association Bulletin Board in the Student Lounge. Questions and comments for the YSUSA representatives can be left in the YSUSA mailbox in the Student Lounge. The Student Association has set a fee of $15 per student per trimester, applicable to all members of the student body.

PROFESSIONAL DEVELOPMENT SERVICES

The Tao of Success Professional Development Series

The Tao of Success professional development series is the cornerstone of efforts to illuminate pathways for students and alumni to realize their life and career goals. Further underscoring its community-building objective, this is a cooperative effort among YSUSA, the YSU Alumni Association, and University Leadership.

Approximately monthly, a speaker shares personal stories of success, challenges, and experience along with best practices with the intention of raising awareness and offering information to better prepare attendees to grow and succeed. Speakers
plan a one-hour presentation that incorporates, elaborates, and underscores the utility of the Tao of Success’ organizing principles: Self-Knowledge, Professionalism, Pathways, Opportunity Assessment, Navigating Life & Career Transitions, and Networking & Connections. The expectation is that the Tao of Success informs and permeates academic advising, mentorships, and other student services. Speakers may include alumni, non-TCM healthcare professionals and administrators, and business development advisors (e.g., malpractice insurance, insurance billing, marketing). The Tao of Success is designed to lead students to proactively engage their futures, starting now.

Tao of Wellness Fellowship

Each year, exceptional graduating students may compete to become a Tao of Wellness (TOW) Fellow, an exclusive opportunity for YSU alumni. The Tao of Wellness is one of the nation’s premier centers for Traditional Chinese Medicine, established by Yo San University founders, Dr. Daoshing Ni and Dr. Mao Shing Ni. Through the TOW Fellowship, YSU graduates have an opportunity to continue their learning in TCM and in how to build and market a successful practice.

Integrative Clinical Experience Program

The Integrative Clinical Experience Program includes clinical externships but has been expanded to offer a wide range of opportunities to gain broader exposure to TCM and to Western healthcare. These include, for example, observation of a spine surgery at a renowned medical center, observations at multidisciplinary medical practices, and guided visits to or participation in special events at hospitals and in the community. The University believes these experiences broaden understanding of available career options and promote engagement with other healthcare professionals in integrative settings. Learning objectives and professional development hours are defined for all opportunities, which are open to University students in excellent academic standing.

CAMPUS ACCESS

Yo San University is open to DAOM students from 7:30 am to 9:30 pm, Monday through Friday, and from 7:30 am to 7:30 pm Saturdays and Sundays. Key card or use of video I.D. system is required to gain access to the building. Students are asked not to occupy the University premises outside of these published hours unless they are accompanied by instructors or staff members.

CAMPUS SECURITY

Yo San University has direct access to the Culver City Police & Fire Departments. We recommend that students be careful and mindful of their surroundings and personal property. While on campus, students are advised to keep their belongings in their possession or in a secure place. Unattended items will be brought to the Lost & Found in the Administration Suite. Personal safety is a priority and students should report any emergencies to the police immediately (Phone 9-1-1). Students should also immediately report any concerns or emergencies to the Administration Suite; if deemed necessary, the police will be notified from this office. A public log of all crimes reported to the University is maintained in the Administration Suite, and is accessible to all YSU students. Any crime that represents a threat to the safety of students or employees at YSU will be reported to students and employees in a timely manner. An annual campus security report, including campus crime statistics, safety and security measures, crime-prevention programs, and important crime-related procedures, is available and published in the Administration Suite.

CAMPUS EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Building evacuation maps, an Emergency Action Plan Handbook and emergency phones are posted in every classroom and in the clinic. Exit signs are posted throughout the building. Clearly marked exit doors are located on the South side, East side, and Northwest corner (stairwell) of the building. Alarm pulls are located in the central lobby areas. If an alarm is triggered, or a practice drill is announced, everyone will be asked to immediately evacuate the building and follow the instructions of our evacuation team. In the event of a fire or earthquake, please do not use the elevator for any reason. Emergency earthquake supplies (flashlights, radios, batteries, water, first-aid kits, snack food) are located on campus.

STUDENT RESOURCES

The following student information resources and policy guidelines are filed in binders in the Administration Suite. These binders are available for viewing and photocopying on a walk-in basis during the hours of 9:00 am to 5:30 pm, Monday through Friday:

- YSU Drug-Free Policy
- Campus Safety and Security (including Crime Statistics & Clery Act)
- YSU Harassment Policy
- H1N1 Response Protocol
- A.D.A. (Americans with Disabilities Act) Information
- YSU Campus Lockdown Protocol
- Fire & Earthquake Handbook with Protocol
- Miscellaneous Student Services

STUDENT HOUSING INFORMATION

Although the University does not provide on-campus housing, the City of Los Angeles and the neighboring communities of Culver City, Mar Vista, West Los Angeles, Marina Del Rey and Venice have extensive rental apartments and housing in all price ranges. YSU is also within commuting distance from a number of other residential communities including Santa Monica, Playa Vista, Westchester, and El Segundo.

The University bears no responsibility for finding or assisting students in finding housing. YSU does, however, maintain a bulletin board for students in communicating opportunities for shared housing, community listings, and professional listing sites.

ADMINISTRATIVE SERVICES

Student Affairs

The Student Affairs Officer is available to all students in all degree programs who wish to offer suggestions, voice a concern, or seek assistance with a variety of matters. The Student Affairs Officer
is the University's designated Title IX Coordinator and manages University issues related to disciplinary actions and grievances.

Office of the Registrar
The Registrar is the central hub for the forms and registration materials. Specifically, the Registrar's Office is responsible for class enrollment and registration, fee assessment, verifying registration and graduation, diplomas and transcripts, preservation and privacy of student records, classroom reservations, navigating domestic and international residency requirements and status for foreign national students, and assisting special populations such as U.S. veterans and service members. An online DAOM Tool Kit provides quick links and references for doctoral students.

Financial Aid
Financial aid is monetary assistance from federal and private resources to help students cover the cost of a college education. Aid takes the form of scholarships, grants and loans. Nearly 70% of Yo San students meet the costs of their education with aid from the Federal Student Loan Program. Graduate students may borrow through the Unsubsidized Stafford and GradPlus programs up to the Cost of Attendance. To ensure student understand loan obligations, federal rules require two counseling sessions regarding loans: Entrance Counseling and Exit Counseling.

YSU also offers students short-term loans in the form of an Installment Payment Plan. Under this plan, students pay tuition expenses in three (3) equal monthly installments, with the first payment being made at the time of registration. There is no interest or service charge to participate in the Installment Payment Plan except for a late fee in the event payments are not made on time.

Student Emergency Fund
A small emergency fund is available to assist students with special needs, whether personal or academically related.

Veterans
YSU has been approved by the California Department of Consumer Affairs on behalf of the U.S. Department of Veterans Affairs to administer educational benefits for eligible students.

AWARDS AND SCHOLARSHIPS
DAOM Distinction Award
The DAOM Distinction award is a $300 cash prize that, together with a Certificate of Merit, is presented annually to the graduating student who has been nominated by DAOM faculty. This award is presented at the annual graduation/commencement ceremony.

Scholarships
At YSU, we provide students with a remarkable educational opportunity. In turn, our students bring rich, diverse experiences, adding to the vibrancy of the Yo San Community. Thanks to the generosity of our alumni and friends, we are able to reward achievement among our student body with scholarship support. By offsetting the cost of attendance, we hope to ensure YSU remains a dynamic place of learning for all.

Interested students should visit our website at www.yosan.edu to view eligibility requirements for all scholarships.

All scholarship applications will be reviewed by the Scholarship Committee. Decisions will be based on the applicant’s ability to express and demonstrate how they meet the criteria stipulated by each individual scholarship. The University reserves the right to adjust the criteria for all scholarships and awards and to discontinue them at any time.

External scholarships are periodically available to matriculated students in an accredited acupuncture program. These external scholarships include:
- Mayway Scholarship
- Nuherbs Co. Scholarship
- Trudy McAlister Scholarship

Yo San University Blount Community Clinic
The Yo San University Blount Community Clinic is the on-site clinical teaching facility at Yo San University and provides the professional setting in which students complete the clinical portion of the Doctor of Acupuncture and Oriental Medicine degree program.

The YSU Blount Community Clinic also offers TCM and acupuncture services by licensed practitioners who are members of the faculty, as well as treatment sessions by interns in the University's master's degree program.

In addition to general acupuncture and TCM services, the YSU Blount Community Clinic offers several specialty clinics where DAOM students receive clinical training in their selected area of specialization. The specialty clinics include the Sunday morning clinics in Women's Health & Reproductive Medicine and Healthy Aging & Internal Medicine, a Wednesday evening clinic in Women's Health, and Tuesday and Thursday evening clinics in Acupuncture Orthopedics & Pain Management.

THE HERBAL DISPENSARY
The Herbal Dispensary in the Yo San University Blount Community Clinic is a unique and valuable resource for both clinical education and the relevant TCM Herbal Medicine components of the DAOM program. It provides the environment and tools for students and interns to receive hands-on experience formulating, and compounding custom herbal preparations to meet patients’ individual needs. The Herbal Dispensary carries over 450 herbal products, including processed (uncooked) herbs, concentrated herbal granules, herbal ointments and creams, herbal patches and ready-made herbal pills/formulas.

STUDENT ACUPUNCTURE SERVICES AT THE YSU BLOUNT COMMUNITY CLINIC
Enrolled students enjoy discounted acupuncture services at the Yo San University Blount Community Clinic. Please check with the Clinic for the current fee schedule.

CALIFORNIA STATE LAW AND UNIVERSITY POLICY ON NEEDLING
Under current California State Laws and Yo San University policies, needling can only be performed:
- By California licensed acupuncturists
- By students at acupuncture schools/clinics under direct supervision of a licensed acupuncturist
Violations of this state law and University policy constitute “unlawful practice” and may lead to discipline, up to and including dismissal from the University and/or legal action taken by the California Acupuncture Board. If applicable, violators may also be barred from sitting for the California Acupuncture Licensing Examination.

In compliance with the above mentioned regulations and policies, all acupuncture and needling must be performed in the Clinic or in designated classrooms with appropriate supervision. Appropriate footwear must be worn at all times on campus.

Academic Policies

All currently enrolled students must abide by the following academic policies:

STATEMENT ON ACADEMIC INTEGRITY

Yo San University is committed to supporting and promoting academic integrity, embracing the fundamental values of honesty, fairness and responsibility. Respect for these values necessitates appropriate behavior essential to maintaining the University’s commitment to academic integrity, educational excellence, and the accomplishment of the University’s mission.

It is the University’s goal that the highest academic standards are maintained throughout all its programs and activities.

Conduct that violates academic integrity includes, but is not limited to:

- Cheating
- Dishonesty
- Plagiarism
- Fabrication of false information/data
- Omission of appropriate scholarly citations
- Unauthorized collaboration
- Conducting human-subject research without IRB approval
- Misinterpretation of scholarship, licensure, academic achievement or performance
- Facilitating violation of academic integrity

ATTENDANCE REQUIREMENTS

Attendance is a critical component in medical education. DAOM candidates are required to attend all scheduled classes and clinical training in the program. Candidates who miss more than 30% of any given course will fail the course. In addition, all students must attend at least 80% of overall program didactic hours to graduate from the program. Clinical hours require 100% attendance.

Doctoral candidates who miss didactic classes for any reason will be responsible for all material and content of the missed classes and may be required meet with the DAOM Program Dean or Program Manager to arrange for make-up assignments. For planned absences, candidates are expected to notify the DAOM Program Dean or Program Manager in advance.

Excessive tardiness may be counted as a class absence. As a guideline, students arriving more than thirty (30) minutes late for a class, or leaving the class thirty (30) minutes early will be marked absent for the entire class. Instructors may also require higher attendance standards than those published in this catalog. Higher attendance requirements will be clearly stated in the course syllabus distributed at the first class session.

Attendance at all clinical sessions is mandatory. Any missed clinical hours must be made up in full within one (1) trimester of the missed session. Students who miss more than three (3) clinical sessions in a trimester may be required to meet with the Dean of Clinical Education or the DAOM Program Dean to develop a plan for completing the program on time.

CONTINUED ENROLLMENT

Continued Enrollment is required when the student has not completed the Capstone Research Project, clinic hours or didactic work within the initial two-year program period. All coursework, clinical hours and the Capstone Research Project must be completed within four (4) years of initial enrollment. Payment of the Continued Enrollment fee and a completed Registration Form are required by the end of Week One (1) of every extended term. After Week One (1), a late fee is charged. The Continued Enrollment fee cannot be paid in installments. Students who fail to register on time and pay all charges by the end of Week Three (3) are administratively withdrawn from the program. Students who fail to register for Continued Enrollment or are administratively withdrawn must file a formal petition for readmission to the program.

TRANSFER CREDIT POLICIES

Transfer credit may be granted for coursework and clinical training completed successfully at another approved/accredited institution, provided these courses are equivalent in content and credit hours to the corresponding courses in the DAOM program at Yo San University.

A transfer credit request must be submitted, complete with all official documents and appropriate fees, during the first semester of attendance (see current DAOM Tuition and Fee Schedule). Coursework taken at another accredited institution before admission to the University may be presented for evaluation for transfer credit. Presentation is by petition, accompanied by the required fees. Credit for courses within the University’s curriculum may be granted for equivalent courses taken at an ACAOM or regionally accredited institution. Courses must have been taken within ten (10) years prior to admission to Yo San University and must be equivalent in hours and content to the course offered at the University.

Any University student who wishes to transfer a course completed more than ten (10) years prior to admission may petition to take a proficiency examination (which is equivalent to the final exam for the course) and if successfully passed with a score of 75% or higher, allowance will be made for transfer credit. One hundred percent (100%) of biomedical science can be transferred if completed at an institution accredited by ACAOM or a regionally accredited institution.

In addition, the acceptance and applicability of transfer credits is subject to the following restrictions:

- Transfer credits cannot be from part of any master’s degree program
- CEUs hours/credits will not qualify as transfer credits
- Transfer credits cannot exceed thirteen (13) credits
Coursework taken at another institution after admission to Yo San University is not transferable unless approved in writing and in advance of that coursework by the DAOM Program Dean.

Transcripts from countries outside of the United States must be translated into English and evaluated by a recognized credentials evaluation service. For a list of companies that provide this service, please contact the DAOM Program Manager.

Transfer credit may be granted from a foreign institution that has approval or accreditation comparable to regionally accreditation in the U.S. and provided the courses are documented by official transcripts. Transfer courses must be comparable to courses offered at Yo San University. A student must have earned a passing grade of “C” or better for any course to be considered for transfer credit.

All decisions regarding credit transfers are made by the DAOM Program Dean.

**CHALLENGE EXAM CREDIT**

A currently enrolled doctoral candidate may petition to take a challenge exam to earn credit for a course or courses for which the student has substantive prior professional training and experience specifically related to the content and learning objectives of a DAOM didactic course. A maximum of thirteen (13) credits may be challenged. Clinical courses may not be challenged. Students who initiate challenge examination petitions must provide the DAOM Program Dean with documented verification of the prior academic instruction or professional training/experience in the subject matter of the course being challenged, and obtain written approval from the DAOM Program Dean to take a challenge examination. The challenge exam will be constructed and evaluated by an appropriate faculty member chosen by the DAOM Program Dean. The challenge exam will be scheduled by the DAOM Program Dean.

The challenge exam fee is 50% of the per credit hour tuition for the course to be challenged (see part-time tuition charge in the DAOM Tuition and Fee Schedule). A student who fails the challenge exam will be required to enroll in the challenged course. An administrative fee will be retained and the remainder of the challenge exam fee will be applied toward tuition for the course challenged.

A grade of “F” or “W” must be remedied by repeating the course. All grades are final with the exception of errors in the calculation of grades by instructors or University Administration, and will remain as reported on a student's transcript. A student requesting a change of grade must notify the Registrar in writing within thirty (30) days of receiving the grade.

Failed courses must be repeated at full tuition.

**ASSESSMENT METHOD**

An assessment of the candidate’s progress in achieving the educational goals of each course according to the syllabus and the policies of the University is achieved by assigning grades of “P”, “F”, “I” “IP”, “CPL”, “AUD” or “W”, “WF”.

The methods of assessing doctoral candidates' academic achievement include:

- Written and oral case study presentations
- Exams
- Written papers
- Completion of the Capstone Research Project
- Exit questionnaire and follow-up evaluation
- Other projects/activities/demonstrations/documentation as determined by the course instructor to be appropriate to the content and process of each course

Grade assignments will be determined and assigned by the course instructor based on the student’s performance on the assessment methods listed above, as well as on the student’s participation in class and attendance.

**INCOMPLETE COURSEWORK AND EXAMS**

A student may petition for an Incomplete “I” grade for a course if the student, due to extenuating and unforeseen circumstances (such as severe illness, or a death in the immediate family) cannot fully complete the required course, or complete the required course assignment(s) or exam(s) on time. An Incomplete “I” grade for a course must be made in writing on the designated DAOM Assignment Extension and/or Makeup Exam Request Forms. The Incomplete “I” grade indicates that further work in a course must be completed before a passing grade is given. The petition for an Incomplete “I” grade must be filed with DAOM Program Dean on or before the due date of the assignment or exam date. A course extension fee is applicable (see the DAOM Tuition and Fee Schedule). Students must pay the required assignment extension fee before the assignment can be accepted or the makeup exam scheduled.

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**Grading & Assessment**

**CREDIT SYSTEM**

Yo San University operates on a 15-week trimester system, with three (3) trimesters in a calendar year. One (1) trimester credit is granted for each fifteen (15) hours of classroom contact plus appropriate outside preparation or the equivalent.

**GRADING SYSTEM**

Grades are assigned by the faculty for the purpose of accessing students’ academic performance in a course.

The grading system and standards in the DAOM program are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>CPL</td>
<td>Complete</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal, Failing</td>
</tr>
<tr>
<td>WX</td>
<td>Withdrawal, Cancelled Registration (during week one)</td>
</tr>
</tbody>
</table>

A grade of “WX” is granted for each fifteen (15) hours of classroom contact plus appropriate outside preparation or the equivalent.

The grading and assessment methods listed above, as well as on the student’s participation in class and attendance, are used to evaluate student performance. Failed courses must be repeated at full tuition.
If permission is granted for an extension or late completion, the course instructor or DAOM Program Administration will state on the DAOM Assignment Extension and/or Makeup Exam Request Forms the specific requirements and revised deadline for completing the course. If the requirements are not met by the revised deadline, the incomplete course will automatically be assigned a “Fail” grade.

Students who do not pass a class must repeat the class the next time the class is offered, and pay the full course tuition as listed on the DAOM Tuition and Fee Schedule. Classes are scheduled on two-year cycles and students repeating a class may have to wait more than one trimester for the required class to be offered again.

Students are responsible for completing all coursework and assignments for every class. Students who fail to complete the required assignments and coursework for a class will receive a “Fail” grade for the class. Successful completion of all classes is required for graduation from the YSU Doctor of Acupuncture and Oriental Medicine degree program.

**Academic Progress**

Maintaining satisfactory academic process is a crucial benchmark for academic success in the DAOM program. To maintain satisfactory academic progress and remain in good academic standing, a student must, at the end of each evaluation period:

- Have received a “Pass” on all required assignments and coursework;
- Have completed 80% of Clinic Residency hours required or expected for the period; and
- Submitted the pertinent Capstone Research Project progress or completion documentation expected of each evaluation period.

Satisfactory academic progress is measured at the end of the second, fourth, and sixth trimesters.

Students receiving student loans must also fulfill additional ‘pace’ requirements. Please refer to the specific sections on Financial Aid, or speak with the Financial Aid Coordinator.

**ACADEMIC PROBATION**

Candidates whose progress has been deemed to be unsatisfactory will be placed on academic probation and monitored closely. Candidates on academic probation may be required to participate in monthly academic counseling sessions during the subsequent six (6) months following academic probation. At the end of the six-month period, if a candidate is able to demonstrate academic progress and maintenance of progress, the academic probation status will be lifted. If the candidate cannot satisfactorily complete the requirements for graduation, the candidate may be academically dismissed from the DAOM program.

**ACADEMIC DISMISSAL**

Students are subject to academic dismissal from the DAOM program under any of the following conditions:

- Remaining on academic probation for more than two (2) consecutive trimesters
- Failure to complete all required coursework within four (4) years from the date of initial enrollment in the DAOM program
- Any other circumstance whereby the DAOM Academic Committee determines that the student cannot satisfactorily complete the requirements for graduation

Academic dismissal will be noted on the student’s transcript.

**READMISSION AFTER ACADEMIC DISMISSAL**

To be considered for readmission following academic dismissal, a student must meet with the DAOM Program Dean to present their case for readmission. A student must wait one (1) full year before applying for reinstatement.

To be readmitted to the DAOM program, a student is required to:

- Explain and submit in writing the steps that have been taken to resolve all circumstances contributing to the candidate's dismissal
- Provide transcripts of any coursework taken elsewhere to improve academic standing
- Show that all remedial procedures outlined at the mandatory counseling session have been completed

All applications for readmission will be reviewed by the DAOM Academic Committee. The DAOM Academic Committee may stipulate additional conditions for readmission beyond those listed above. Students are notified in writing of the committee's decision. If the committee approves the request for readmission, students must submit the appropriate Application and Initial Registration Fees (see the DAOM Tuition and Fee Schedule), and complete all required paperwork for re-enrollment into the DAOM program.

**ACADEMIC ADVISING**

Academic advising is an important part of the educational process in the DAOM program. Prior to beginning the program, students participate in an initial academic counseling session. At least once a year thereafter, to ensure everyone is making satisfactory progress, students are required to schedule one academic counseling session with the DAOM Program Dean. Scheduling these appointments is the responsibility of each student.

Additional advising is available to all students and can be scheduled with the DAOM Program Dean at any time. At the end of every trimester, the progress of all students will be reviewed by the DAOM Program Dean. Students who are placed on academic probation may be required to participate in tutorials and remedial sessions to support their efforts to return to satisfactory academic status.

**COURSE EVALUATIONS**

Student evaluation of courses and faculty is an essential process for the DAOM program to maintain quality teaching and improve curriculum. The evaluation process enables students to constructively express feedback on faculty member performance and presentations. These evaluations also provide the DAOM Program Dean with appropriate data and information of classroom instruction from the students'/learners' perspective. All student input is strictly confidential.
Graduation Requirements

To be eligible for graduation, a DAOM candidate must:
- Satisfactorily complete all didactic coursework
- Complete all clinical hours
- Receive passing marks on the Capstone Research Project as well as the oral presentation and defense of their research at the Dissertation Conference
- Clear all outstanding accounts with the University, including administration, bookstore, clinic, and library accounts, and return all borrowed library books

Students anticipating to graduate must submit an “Application for Graduation” to the Registrar when they register for their final trimester. This will allow YSU Administration time to verify that all requirements will be met before the end of the trimester when graduation is expected.

Upon graduation, students will be awarded a Doctor of Acupuncture and Oriental Medicine degree.

MINIMUM AND MAXIMUM TIME FOR DEGREE COMPLETION

No student may complete the DAOM program in less than 24 months. The Yo San University DAOM program must be completed within four (4) calendar years (48 months) from the date of initial enrollment.

GRADUATION/COMMENCEMENT CEREMONY

A Graduation Ceremony is held once a year. To be eligible to participate in the ceremony, a student must be scheduled to complete all course and didactic requirements by the end of their sixth trimester, including the submittal of their Capstone Research Project on the assigned due date in January of their fifth trimester in the program.

There is a one-time graduation fee which covers the administrative costs associated with certifying course completions (diplomas, completion transcripts, etc.) and organizing the ceremony (such as a cap and gown, event logistics, etc.). All graduating students must pay the graduation fee whether or not they choose to participate in the ceremony.

Tuition & Fees

Current tuition and fees for the DAOM program are reviewed annually and published in the annual Tuition & Fee Schedule.

TUITION AND FEE ADJUSTMENTS

Yo San University strives to maintain tuition and fees at a level that provides quality education and learning resources for qualified and motivated students who aspire for training and careers in Traditional Chinese Medicine. In order to meet its financial obligations, the University reserves the right to raise tuition and fees as necessary. It is the policy and practice of the University’s Board of Trustees to minimize tuition and fee increases.

Tuition is set for each cohort respectively and all applicants are informed accordingly. In order to assist students in planning for financial arrangements, any fee increases are announced at least six (6) months before they are implemented.

TUITION REFUND POLICY

Refunds are made in compliance with accreditation, State and Federal requirements. The refund policy is included on the Registration Form.

Administrative Policies

The Yo San University DAOM Catalog incorporates the Student Handbook, the Academic Catalog, and official policies and regulations. Catalogs, Clinic Handbooks, and Regulation and Policy Manuals are all subject to change throughout your studies, subject to the University’s discretion. Changes will be publicized. Doctoral candidates are responsible for reviewing and abiding by these changes.

REGISTRATION

A student is considered fully registered for courses only when all registration forms have been completed and tuition has been paid. Credit will not be given for attendance in classes unless the student is fully registered. Students are expected to update their contact information with the Registrar whenever a change is made.
All students are entitled to a full tuition refund if the registration agreement is cancelled no later than the third day following the first residency weekend. Registration fees are non-refundable.

Students may notify the DAOM Program Manager of their request for tuition refund during normal business hours via phone, email, letter or in person. Before the refund will be processed, the student must complete a Withdrawal Form, when cancelling an enrollment or fully withdrawing from the program. Withdrawal forms are available in the DAOM Program Suite and can be requested from the DAOM Program Manager.

The "withdrawal date" is used to calculate the amount of the refund and is determined when a completed Withdrawal Form is submitted to the DAOM Program Manager. The withdrawal date is established by the date of postmark on the envelope, by date stamp on the email, or by the date these forms were submitted to the DAOM Program Manager in person.

Tuition refund calculations are made daily, on a prorated basis and calculated according to the number of days remaining in the trimester until 75% of the course has been completed. After the 75% point of course completion, no additional refunds are offered. This refund policy applies to students who voluntarily withdraw as well as those who are dismissed from the program for any reason.

When a student withdraws and the student is a Federal Student Loan recipient, refund processing follows the appropriate Federal regulations. Tuition refund calculations are made on a prorated basis according to the number of days remaining in the trimester until 75% of the course has been completed. The withdrawal date is the last date the student attended a class, lab, exam or clinical shift. These refunds are returned to the Federal Direct Loan Program within forty-five (45) days of the withdrawal date.

Other refund policies may apply for short courses, seminars, and CEU courses. Policies will be stated in the enrollment documents.

STUDENT TUITION RECOVERY FUND (STRF)
The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education (BPPE).

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies:

1) Student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of tuition either by cash, guaranteed student loans, or personal loans, and
2) Total charges are not paid by any third-party payer such as an employer, government program or other payer unless a student has a separate agreement to repay the third party.

Students are not eligible for protection from the STRF and they are not required to pay the STRF assessment if either of the following applies:

1) Student is not a California resident, or are not enrolled in a residency program, or
2) Total charges are paid by a third party, such as an employer, government program or other payer, and a student has no separate agreement to repay the third party.

Students may be eligible for STRF if they are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1) The school closed before the course of instruction was completed.
2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4) There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5) An inability after diligent efforts to prosecute, prove, and collect a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a Social Security number or a taxpayer identification number.

Please refer to the current schedule of applicable tuition and charges for the DAOM program.

Leave of Absence & Withdrawal From Program

LEAVE OF ABSENCE POLICY
Requests for a Leave of Absence must be made in writing, using the appropriate Leave of Absence Request Form, stating a reason for the request and the length of the leave. Students must meet with the DAOM Program Dean for academic advising prior to taking a Leave of Absence.

Academic and clinical coursework completed and credits received prior to the leave of absence will count toward program completion. Students on a leave of absence may complete outstanding work in any course for which they have been granted extensions by the DAOM Program Dean. Students may not fulfill any other degree requirements during the time on leave, such as clinical hours or Capstone Research Project writing. Students who plan to be away from the University to work on a Capstone Research Project or other degree requirements are required to remain enrolled in the program and pay extension fees, if applicable.

A student may be granted one (1) Leave of Absence within any 12-month period, not to exceed 180 calendar days. One (1) subsequent Leave of Absence within that same 12-month period can be granted for unforeseen circumstances, such as jury duty, military duty, and criteria covered under the Family and Medical Leave Act of 1993. Such exceptions must be approved by University Administration.

For students on student loans, enrollment status for the period of the Leave of Absence will be reported to the student's lender.
as less than half-time. Students who do not return to half-time or greater status within 180 days of their approved leave of absence initiation date will begin loan repayment on outstanding student loans.

Students on a Leave of Absence should contact the DAOM Program Dean or Program Manager prior to their return.

An unauthorized Leave of Absence that exceeds 180 calendar days constitutes an automatic withdrawal from the University. Students who have withdrawn and wish to return to University must submit a new and full application. Re-enrollment is not guaranteed.

The period of leave of absence will count towards time taken for program completion and the DAOM program must be completed in four (4) years (48 calendar months) from the date of initial enrollment. An extension fee will apply if students extend coursework beyond the initial two (2) years of the DAOM program (see DAOM Tuition and Fee Schedule).

WITHDRAWAL FROM THE UNIVERSITY
To withdraw from the University a student must submit a completed official Withdrawal Request Form. Students are responsible for clearing all outstanding fees at the time of their withdrawal.

The Financial Aid Coordinator will be informed immediately of the withdrawal of any student receiving Federal financial aid.

Under no circumstances does non-attendance constitute a withdrawal with eligibility for partial refunds. All withdrawals and leaves of absence must be submitted in writing at the time of the withdrawal or leave.

READMISSION AFTER WITHDRAWAL
In order to be considered for readmission, a complete application is required, including the personal statement of purpose, professional resume and references updated to reflect the changes since the previous application.

Students approved for readmission are responsible for fulfilling the curriculum requirements current at the time of their readmission.

READMISSION OF MILITARY PERSONNEL AND VETERANS
A student who has to take a Leave of Absence because of active duty service for more than thirty (30) days is entitled to readmission/reinstatement with the same academic status prior to the Leave of Absence if all of the following criteria are met:

- Advance notice of Leave of Absence is provided to the University
- The cumulative absence is no longer than two (2) years
- The University is notified of the intent to re-enroll
- The student was not dishonorably discharged from Military Service

Student Academic Records
All materials in a student file are the sole property of Yo San University and may not be returned. The University will provide students with copies of all documents in their files upon written request, other than those outlined in the Family Educational Rights and Privacy Act of 1974 (FERPA). A fee will be charged for these copies. Transcripts and other student records will not be released to students whose Bursar accounts are not current.

CONFIDENTIALITY OF RECORDS
The confidentiality of student and patient records is protected by law. Information contained in a student or patient file may not be released to a third party without written permission of the student or patient, subject to the Family Education Rights and Privacy Act of 1974. This written permission must be part of the file. Student interns and student employees may in the course of their studies at Yo San University gain access to confidential information regarding the University, its patients, suppliers, and fellow students. It is the student's responsibility to not reveal or divulge any such information unless instructed to do so by a member of the University Administration. A student may be expelled from Yo San University for a breach of confidentiality and legal action may be taken by the University.

Students who believe that their education records contain information that is inaccurate or misleading should submit a written complaint, detailing their concerns, to the DAOM Program Dean, who will then look into the allegation.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
The University complies with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment). This Act provides eligible students rights regarding educational records, including:

- The opportunity to inspect and review their educational records, and requests copies of these records
- The procedure for amending incorrect and inaccurate information in their educational records
- Protecting the privacy of the students' records
- Excluding certain types of student records/information from inspection, such as parental financial information, or a student's psychiatric or medical records.

Under FERPA regulations, Yo San University will not release a student's academic record without that student's signed permission, except:

- To Yo San University officials authorized to receive the information for legitimate educational purposes
- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs
- To organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction
- To comply with a judicial order or a lawfully issued subpoena
- To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
To any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

FERPA regulations do permit the University to release basic directory information for any student unless a student requests in writing that such directory information be withheld. Yo San University has designated the following as directory information: student's name, address, telephone number, sex, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent educational institutions attended, past and present affirmative University activities, sports, accomplishments, and affirmative academic status.

Forms are available in the Administration Suite for students to request copies of their transcripts for themselves or to be sent to licensing agencies, etc. There is a processing fee for each transcript request.

RETENTION OF STUDENT RECORDS

All student records are stored on-site at 13315 W. Washington Blvd., Los Angeles, California 90066. Student records of current and active students are stored in fireproof file cabinets in a secured file room within the DAOM Program Suite on the second floor of the building. Academic records of all YSU graduates are kept in fireproof file cabinets in a secured storage room in the basement of the building. Records of students who have withdrawn from the University are kept in a fireproof file cabinet in a locked storage room in the basement. The DAOM Program Dean, DAOM Program Manager, and the Registrar are the administrators who maintain keys to the locked cabinets containing student files; they are the only administrators with direct and unrestricted access to stored student records.

The Financial Aid Coordinator maintains separate student records with information strictly confined to matters relating to financial aid. These records are kept in fireproof cabinets in the DAOM Program Suite. Only the Financial Aid Coordinator and Chief Financial Officer have access to these cabinets.

Academic records pertaining to a student's clinical training are maintained separately in the YSU Blount Community Clinic by the Dean of Clinical Education. The Dean of Clinical Education maintains student records related to the clinical education of the student, including clinic hours, patient log-sheets, CPR certification, Clean Needle Technique certification, vaccination status, vacation and shift-change requests, etc. These records are kept in fireproof cabinets in the Dean of Clinical Education's office.

In the event Yo San University ceases to operate, the University will work with the Department of Education and ACAOM with regard to policies and procedures for closing an institution. In such an event, arrangements have been made for records from Yo San University to be stored at the Tao of Wellness, located at 2825 Santa Monica Blvd. #300, Santa Monica, California 90404. TOW is the private acupuncture practice owned by the founders of Yo San University, Dr. Daoshing Ni and Dr. Mao Shing Ni.

Students have the right to inspect their own academic records provided the inspection is conducted at the DAOM Program Suite in the presence of the Registrar, DAOM Program Dean, and DAOM Program Manager.

Computerized student records are kept on a web-based application called The Campus Portal (http://www.webcollege.net/YoSanCPortal).

The Registrar is responsible for updating and maintaining computerized student records with the assistance of the Bursar, who maintains the Bursar module, and the Director of Enrollment Management who maintains the Admissions module.

Academic records of all graduates of the DAOM program, as well as of students who left the program prior to completing the program, are kept for five (5) years after the student graduates or leaves the institution. Academic transcripts are maintained indefinitely.

Equity & Diversity

TITLE IX COMPLIANCE – SEX DISCRIMINATION IN EDUCATION

Title IX of the Education Amendments of 1972, (20 U.S.C. §1681 et seq.), is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices. Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs or activities. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance.

Yo San University is committed to providing a learning, living and working environment free from discrimination. Any gender-based discrimination, including sexual misconduct which includes but is not limited to, sexual assault, sexual harassment, stalking, relationship violence and sexual exploitation committed by YSU students, staff or faculty will not be tolerated. This applies to all academic, clinical education, and other University operated programs. If students feel that their right have been abridged, the YSU Student Affairs Office offers students general information regarding the nature and process of information gathering and adjudication of matters. Individual cases may vary. Complaints will be routed to the most appropriate office. Yo San University encourages individuals who believe they have been sexually harassed, assaulted or subjected to sexual misconduct by an YSU student or employee to seek assistance from the YSU Student Affairs Office.

NOTICE OF NON-DISCRIMINATION

Yo San University does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons, in admissions, educational programs or activities and employment, and complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and the Elliott-Larsen Civil Rights Act.
DISABILITY ACCOMMODATION

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Yo San University is committed to providing reasonable accommodations for students, staff, and faculty who have disabilities, to ensure that all are given an equal opportunity for learning and performing the essential functions of their work positions.

Any student unable to normally attend or participate in any class, clinic, education or examination activity for reasons of health or disability, should promptly notify the Student Affairs Office and the faculty member in charge of the activity. The faculty member will make such accommodation as s/he deems fair and appropriate in the circumstances, as instructed by the Student Affairs Office. The Student Affairs Office may require the student to produce clearly documented medical reports or opinions from appropriate qualified health professionals specifically recognized by the State of California for this purpose, as a precondition for the accommodation. If a student is dissatisfied with the faculty member’s accommodation, the student may request a review by the Student Affairs Office.

Grievance Procedures

Students with a grievance regarding a specific issue or with a specific staff or faculty member are asked first to attempt to resolve the situation with the appropriate administrator or with the specific staff or faculty member. If a student believes that their grievance was not resolved satisfactorily, the student may report the grievance, in writing, to the Student Affairs Office.

The University Administration will arrange for the student to have an interview with the Student Affairs Officer or another appropriate person to evaluate and attempt to resolve the grievance.

If the student is not satisfied with the outcome of this contact, they may request a hearing before the Grievance Committee by submitting a written request to the Student Affairs Officer. A hearing shall be held no later than thirty (30) days after the request is received. The Grievance Committee shall consist of one member of the University Administration, one faculty member, and one student. The student member of the Grievance Committee shall be appointed by the President from a panel of students nominated by the Yo San Student Association.

At the hearing, each side of the grievance shall have the opportunity to present their case with supporting documents and/or witnesses, where appropriate. The Grievance Committee shall deliberate and deliver its written decision within seven (7) business days of the conclusion of the hearing, or as soon thereafter as is reasonably practicable given the nature and circumstances of the grievance. If the student is not satisfied, s/he may appeal to the President in writing within three (3) days of receipt of the decision. Appeals are limited to:

- The showing of new evidence that was unknown at the time of the decision;
- Sanction that is not supported by the evidence; or
- Bias or other unfair prejudice in the decision or procedure.

Within five (5) business days thereafter, the President shall issue a written decision, affirming, reversing, or modifying the decision of the Grievance Committee.

If the student wishes to appeal the President’s decision s/he must seek compulsory, binding, confidential arbitration before the Judicial Arbitration and Mediation Service or the American Arbitration Association. The arbitration shall be held in Los Angeles County.

Except for the student’s portion of the initial case management, administration, or application fee, the costs of arbitration will be borne by the University.

If a student is not satisfied that Yo San University has adhered to its policy or been fair in its handling of a grievance, the student may contact the Accreditation Commission for Acupuncture and Oriental Medicine at:

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
8941 Aztec DriveEden Prairie, MN 55347
Tel: (952) 212-2434
Fax: (952) 657-7068

Professional Conduct

CODE OF CONDUCT GENERAL POLICY

All members of the Yo San community are expected to act in ways that foster the University’s primary functions of teaching, public service, and research. The University has the right and duty to protect its members from conduct that interferes with its primary educational responsibility to ensure all its members have the opportunity to attain their educational objectives, and to maintain professional standards. All Yo San students, faculty and staff are expected to observe national, state, and local laws and ordinances and to refrain from prohibited conduct as described below.

PROHIBITED CONDUCT

The following actions constitute conduct for which students will be subject to disciplinary sanctions, up to and including suspension or expulsion:

- Intentional or reckless obstruction or disruption of teaching, research, administration, the YSU Blount Community Clinic, disciplinary procedures or other University activities, including the University’s public service functions or other authorized activities at the University
- Theft or malicious damage to University property or the property of any other person when such property is located on University premises
- Unauthorized entry into or use of the University’s facilities, including buildings, desks, files, equipment, etc.
- Illegal or reckless use, possession or distribution of alcohol or drugs on University premises
- The possession of weapons/firearms on University premises
- Academic cheating, including plagiarism in any form
- Knowingly providing false or misleading material information to the University
- Disruptive use of cell phones, electronic tablets, computers, and other electronic devices
- Forgery, alteration, or unauthorized use of University documents, records, or identification

Fax: (952) 657-7068
Unlawful conduct involving moral turpitude
- The illegal practice of any of the healing arts. Students should note that it is a felony in California to practice acupuncture without a license, and that this prohibition is extended to any acupuncture needling outside of the formal, supervised educational format.
- Physical or verbal abuse, intimidation, or personal harassment
- Deliberate or careless endangerment of others
- Deliberate incitement of other students to commit serious rule violations or to commit grievous acts
- Tampering with the building alarm system or any other safety equipment
- Failure to comply with the lawful directions of University officials
- Failure to comply with the University rules, regulations, or policies
- Failure to comply with cell phone, computer, electronic tablets and other device restrictions
- Failure to comply with privacy laws established by FERPA
- Loitering in areas restricted from student use
- Loitering in the University building, including the parking structures, when the building is closed to students; using classrooms, offices, bathrooms, or hallways when the building is closed to students.

HARASSMENT PREVENTION POLICY

The University is committed to providing a learning environment free of any form of harassment. University policy prohibits sexual harassment and harassment or discrimination because of pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, age, gender or any other basis protected by federal, state or local law, ordinance or regulation. All such behavior is unlawful. Our harassment prevention policy applies to all students as well as all persons involved in University operations and prohibits unlawful harassment by any member of the University community, as well as by or of any person doing business with or for the University, including subcontractors, suppliers, patients, and volunteers.

Prohibited unlawful harassment includes, but is not limited to, the following behaviors:
- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory and/or sexually-oriented gestures, posters, photography, cartoons, drawings, e-mail and faxes, etc.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis
- Threats and demands to submit to sexual requests as a condition of continued enrollment, or to avoid some other loss, and offers of any benefits in return for sexual favors
- Retaliation for having reported or threatened to report harassment.

If students believe that they have been unlawfully harassed or discriminated against, students must provide a written complaint to the Student Affairs Officer or any senior University administrator as soon as possible after the incident. The student's written complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. The University will strive to protect the student's privacy. However, confidentiality cannot be guaranteed and the University reserves the right to use information disclosed in the complaint to investigate the situation.

Upon receipt of a complaint, the University will undertake a thorough, objective and good-faith investigation of the harassment allegations. If the University determines that harassment or discrimination has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any member of the community determined by the University to be responsible for harassment, discrimination, or retaliation will be subject to appropriate disciplinary action, up to and including termination or expulsion. Failure to comply with a University investigation will also result in discipline, up to and including termination or expulsion.

Students will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation. Further, the University will not tolerate or permit retaliation by any member of the University community against any complainant or anyone assisting in a harassment or discrimination investigation. The University encourages all members of the community to report any incidents of harassment or discrimination forbidden by this policy immediately so the complaints can be quickly and fairly resolved. Students should be aware that the federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation. If students think that they have been harassed or has been retaliated against for resisting or complaining, students may file a complaint with the appropriate agency.

APPROPRIATE ATTIRE

All students entering the building to attend class, study, work, or visit are asked to be mindful of the professional environment of this medical/higher education institution. Students are expected to dress and act respectfully of patients, visitors, employees, and other students in the building. All students must wear shoes at all times, unless otherwise instructed by their professor for educational purposes. Inappropriate, excessively revealing, intentionally provocative, or excessively casual (e.g., bathing attire, pajamas) clothing is not considered acceptable.

Students working in, or conducting their internship at the Yo San University Blount Community Clinic must fully comply with dress code guidelines established in the Clinic Handbook.

DRUG-FREE POLICY

Students are prohibited from possessing, using, or distributing drugs or alcohol on the University premises. If a student is found using, under the influence of, or in possession of alcohol or illicit drugs,
Disciplinary Procedures

Notices to a student required under disciplinary proceedings shall be hand-delivered or mailed by certified mail.

Any student, faculty or staff member of Yo San University may present a written allegation to the Student Affairs Officer that a student has been engaged in prohibited conduct, as soon as possible after the incident has occurred. The student will be notified of the allegation(s) within a reasonable time thereafter.

The University will investigate the facts underlying the allegation. The investigation shall allow the student to present written and/or oral explanation of the facts and circumstances underlying the alleged conduct. All physical evidence, written statements, and notes of oral statements taken in an investigation shall be kept in a case file relevant to the matter.

If the Student Affairs Officer does not believe that conduct constituting a violation of this code has occurred, the charge shall be dismissed. A written finding of this dismissal of charges shall be placed in the case files, with copies of the final results delivered to the student accused in the allegation.

FINDINGS, HEARINGS & APPEALS

If the Student Affairs Officer believes there has been a violation of the Code of Conduct, s/he will conduct an appropriate investigation.

If the Student Affairs Officer decides the outcome is a minor violation, s/he will arrange a one-on-one meeting with the student to discuss these findings. Following this meeting, the Student Affairs Officer may decide to impose any of the following sanctions: counseling, guidance, oral reprimand and/or written reprimand.

The Student Affairs Officer will deliver the findings, in writing, to the student. If a violation is found and a sanction proposed by the Student Affairs Office, the student will have ten (10) calendar days from receipt of the written finding to appeal the finding and sanction. This appeal must be in writing.

Appeals are limited to: a) the showing of new evidence that was unknown at the time of the decision, b) sanction that is not supported by the evidence, or c) bias or other unfair prejudice in the decision or procedure.

A meeting of the YSU Administrative team (the University President, the Vice President of Academic & Clinical Affairs, and the Student Affairs Officer) will be arranged within ten (10) calendar days of receipt of the written appeal. The student may attend this meeting but is not obligated to attend. The student may elect to be accompanied by an advisor of their choice, provided that the advisor is a member of the University community and does not act as legal counsel.

The decision of the YSU Administrative team regarding the appeal is final. The Student Affairs Officer shall then record and file all results of both the preliminary and subsequent investigations in the student's academic records file.

More serious violations of the Code of Conduct may require a formal hearing, as determined by Student Affairs Office. For the purposes of a formal hearing, the Administrative team consists of the University President, the Student Affairs Officer, the Vice President of Academic & Clinical Affairs and the DAOM Program Dean. The Dean of Clinical Education may also participate as appropriate to the appeal.

The following procedure applies:

1) If the Student Affairs Officer believes that a more serious sanction may be warranted, she/he will refer the case to the Administrative team for a formal hearing, and will submit all relevant documents and records. The Student Affairs Officer will not be involved in the determination of any Administrative team sanction.

2) The student will be notified in writing of the hearing time and date, and the charges against him/her. The student has the right to examine the evidence against him/her prior to the hearing and to respond, in writing, to the allegations no less than ten calendar days prior to the hearing. The hearing shall be arranged by the Student Affairs Office. At the hearing, the Administrative team will review and consider all materials appropriately submitted by the Student Affairs Office and the student who has been charged. The Administrative team will deliberate and deliver their decision to the student within ten (10) calendar days of completion of the hearing, or as soon thereafter as is reasonably practicable given the nature and circumstances of the case.

Following receipt of this decision, the student will have an additional ten (10) calendar days in which to appeal sanctioned decisions arrived at by the Administrative team. This appeal must be directed to the President. Such appeals must be in writing and presented to the President via certified mail postmarked within ten calendar days of receipt of the committee's decision. Appeals are limited to the following circumstances: a) the showing of new evidence that was unknown at the time of the decision, b) sanction that is not supported by the evidence, or c) bias or other unfair prejudice in the decision or procedure.

The decision of the President is final.
Yo San University
Board of Trustees

The 2016 Yo San University Board of Trustees is comprised of thirteen voting members—nine Public and four Institutional members. The Board of Trustees also includes a faculty representative and student representative, both of whom serve for a one-year term as non-voting members. The Board of Trustees meets quarterly with an Annual Strategic Planning Retreat held each summer.

The YSU Board of Trustees bears ultimate responsibility for and control of the University. Board structure, operations, duties, roles and responsibilities are defined in the YSU Bylaws. Trustees receive no compensation for their role in institutional governance.

YO SAN UNIVERSITY BOARD OF TRUSTEES

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